

NEW HOWARD COUNTY CIRCUIT COURT

Space Program & Functional Narrative, July 13, 2017

Capital Project C-2090



EXECUTIVE SUMMARY

The New Howard County Circuit Courthouse will incorporate eight (8) courtrooms, three (3) hearing rooms and their supporting staff offices. Chambers will be collegial, to foster regular interaction between colleagues, and offer the benefit of shared support space and staff. Additionally, the building will house the Sheriff Office, State's Attorney, Departments of Juvenile and of Social Services, and the Bar Association.

TABLE OF CONTENTS

1.0 FUNCTIONAL NARRATIVE

- 1.1 Introduction
- 1.2 General Functional and Design Criteria
- 1.3 Functional Narratives
- 1.4 Courtroom Layouts

2.0 SPACE PROGRAM

- 2.1 Space Program Methodology
- 2.2 Program Summary

1.0 FUNCTIONAL NARRATIVE

1.1 INTRODUCTION

The purpose of the Court's Master Plan is to develop scenarios to determine the functional and spatial needs of the Howard County Circuit Court in the short and long term.

In 2001 Howard County commissioned CourtsWorks to assess operations and project space needs for the Circuit Court. The recommendations of that Master Plan resulted in the relocation of the States Attorney outside the Courthouse and conversion of their space to court use.

The approach and methodology for the current Courts Master Plan, developing the space needs for the Howard County Courthouses, extrapolates from the methodology in the previous Master Plan and follows a deliberate process founded on the best practices for modern courts planning and design. The section of the report addresses court master planning issues, which define the space needs, space standards, and operational criteria of the courthouse in the following sections:

- Functional Narratives - Descriptions of activities and functional relationships that define operations-based space and design needs are organized by functional component, including detailed court set diagrams and courtroom layouts.
- Space Program - A room-by-room space program quantifies the space needs for the courthouse, based on space standards, industry standards, and direct user input, which is sized for a facility accommodating the projected number of judicial officers.

The process of acquiring data, learning about the County's needs, and refining the findings reflected in this report involved frequent communication with key stakeholders from the County and Courts, including the Bureau of Facilities of the Howard County Department of Public Works, and the Howard County Circuit Court. This interactive process formed the foundation for the master plan from which the functional and spatial needs are derived.

1.2 GENERAL FUNCTIONAL & DESIGN CRITERIA

Facility Design

Good courthouse design should project a fair, accessible, efficient and well-managed system of justice while also reflecting design excellence in keeping with the importance of the functions within.

A courthouse is a prominent piece of architecture symbolizing an important social institution. In addition to housing the day-to-day operations of the Courts, the building must satisfy a complex set of facilities criteria ranging from operation-specific needs (outlined by component) to overall facility design issues including the following:

- **Space Standards** – All areas require spaces adequately sized for functional needs, which are defined in the space program (see appendix).
- **Security** – security needs within a courthouse setting are challenging. A courthouse is a public building that can experience a variety of confrontational situations. Security objectives, therefore, cannot be compromised; these include maintaining separate circulation zones for public, staff, and prisoners, designing spaces with clear sight lines for effective surveillance, avoiding adjacencies with known conflicting parties, and minimizing opportunities for unauthorized entrance into the building.
- **Wayfinding** – A well-designed building should have intuitive wayfinding for visitors stemming from rational building organization, clear sight lines, and convenient accessibility.
- **Use of technology** – Technology should be planned to meet today's needs with the infrastructure planned for a future flexibility that is capable of adapting to the facility's evolving needs.
- **Accessibility** – The building must comply with American Disabilities Act (ADA) requirements and all other building codes addressing minimum space sizes and accessibility.

Building Circulation and Flow

A modern court facility requires three separate circulation zones: public, private (staff), and prisoner (secure). These circulation zones must be kept separate for security purposes. The only place in the entire facility where these three circulation zones converge is in the courtroom.

Access to public circulation is from the public entrance to the building. There should be a single, secure point of entry into the building

for the public. Public circulation is used by attorneys, defendants not in custody, public with court-related business, courtroom spectators, social agency/court support staff, and courthouse staff.

Staff circulation is limited to judges, authorized staff, and jurors on occasion. Judges will never use public circulation, unless in an emergency situation. There is typically a separate and secure judges' entrance to the facility with dedicated elevator and stairs. Within any particular component, such as Clerk of Courts or Court Administration, staff work areas are generally restricted to staff and authorized public escorted by staff. Though many staff work areas are accessed from public circulation, the work areas themselves should be considered restricted. The control point between public and staff areas will vary by function, and may include a public counter, lockable door, staff desk or workstation. Jurors may use restricted circulation to access their jury deliberation room from a courtroom; they will always be escorted by staff.

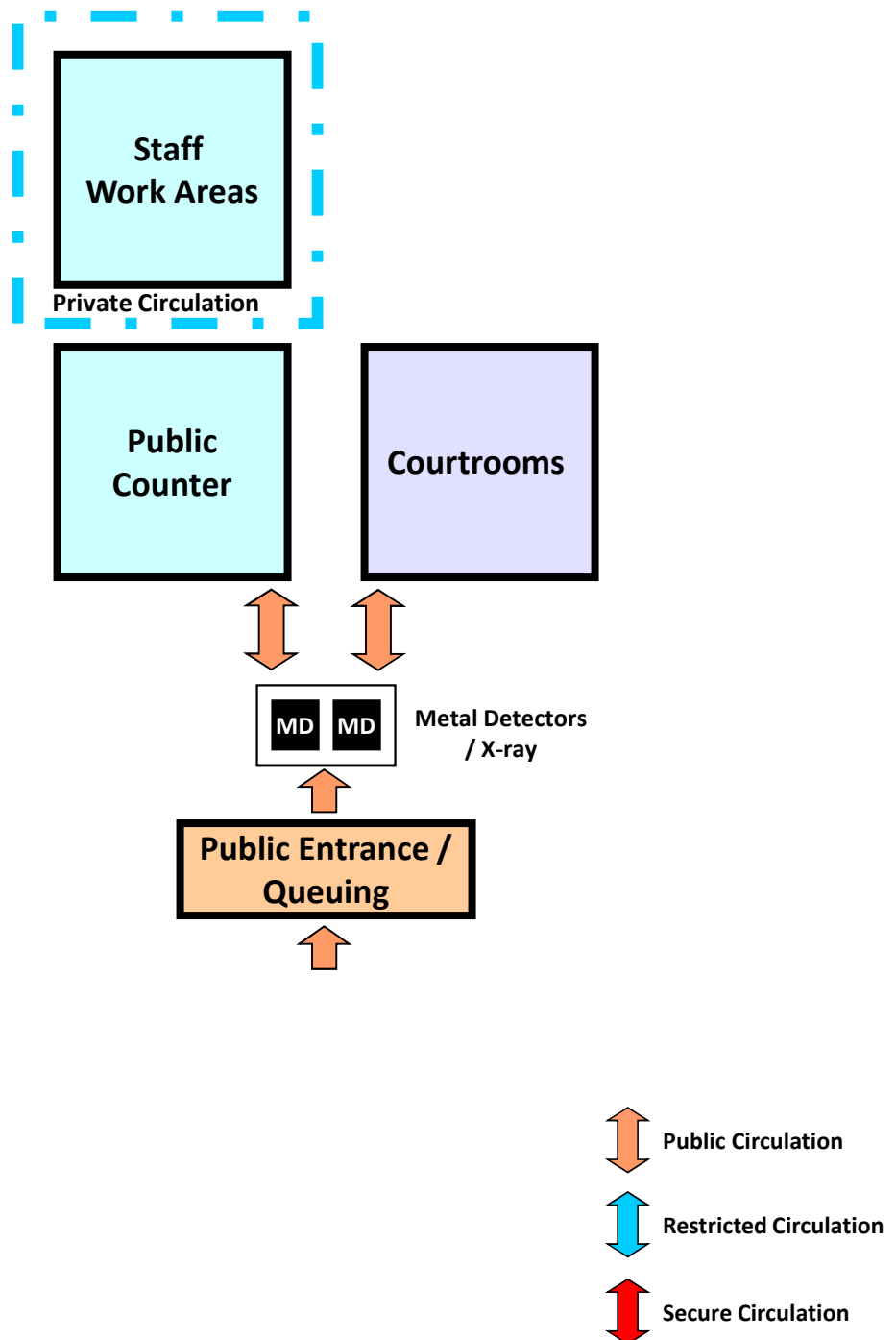
Secure circulation is for all areas that may contain prisoners, including vehicular sally port, central holding, and local courtroom holding. Secure circulation may only be used by Sheriff's officers and in-custody prisoners.

In addition to the separation of public, private and secure circulation zones, there must be cognizance of the need to organize the building flow in a manner that is sensitive to the high volume of public traffic. Priority must be given to higher-traffic public areas, such as high volume courtrooms, Clerk of the Court public counters, and Jury Assembly, to locations conveniently proximate to the building entrance. This would minimize inconveniences to the public, limit the number of the visitors circulating deep into the building, and improve the potential efficiency and effectiveness of securing the building. Functions that require after-hours public access must also be conveniently accessible from the front entrance to facilitate separation and closure of the remainder of the building.

The following flow diagrams show how the public, staff, judiciary, prisoners, and jurors each typically move in the facility.

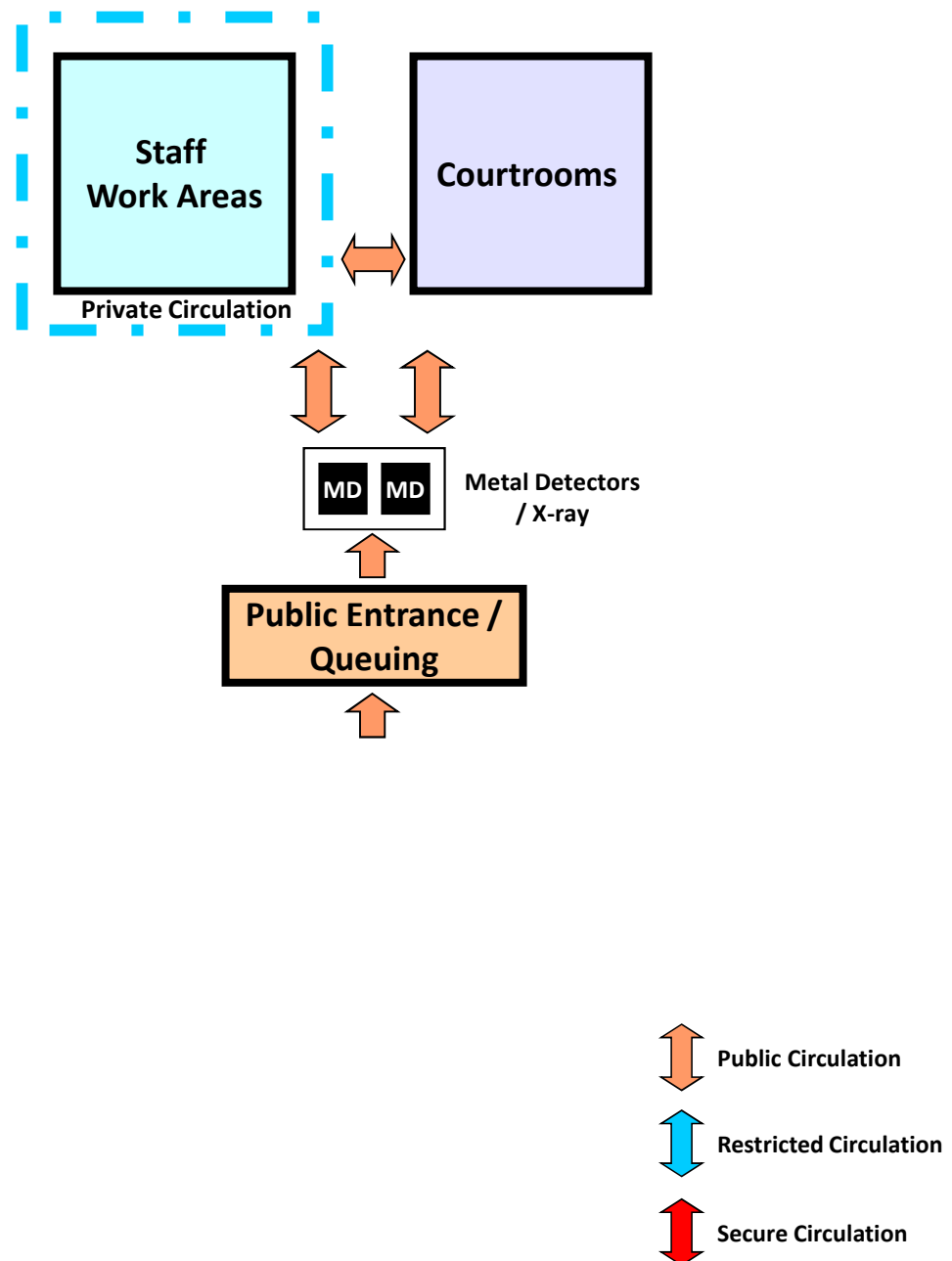
1.2 GENERAL FUNCTIONAL & DESIGN CRITERIA

PUBLIC FLOW



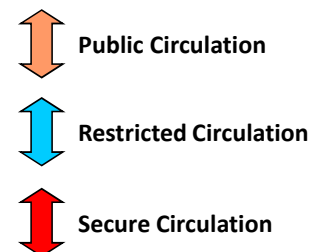
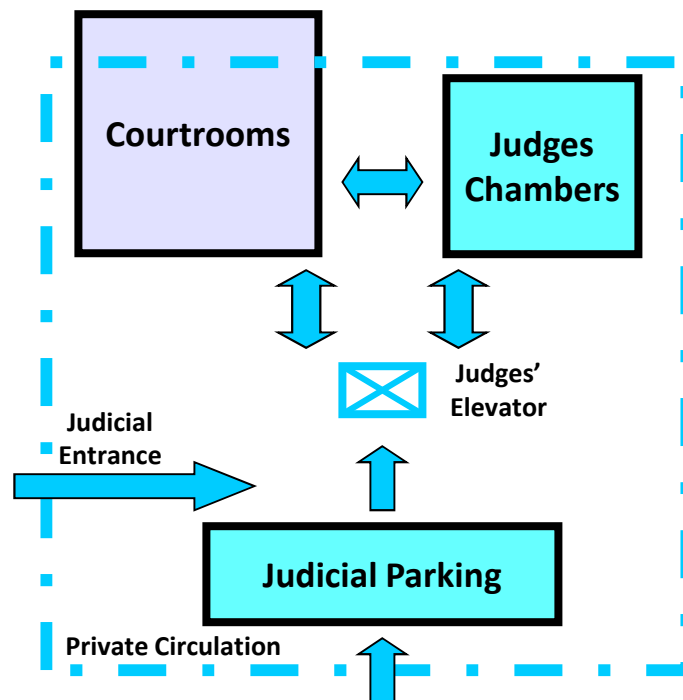
1.2 GENERAL FUNCTIONAL & DESIGN CRITERIA

STAFF FLOW



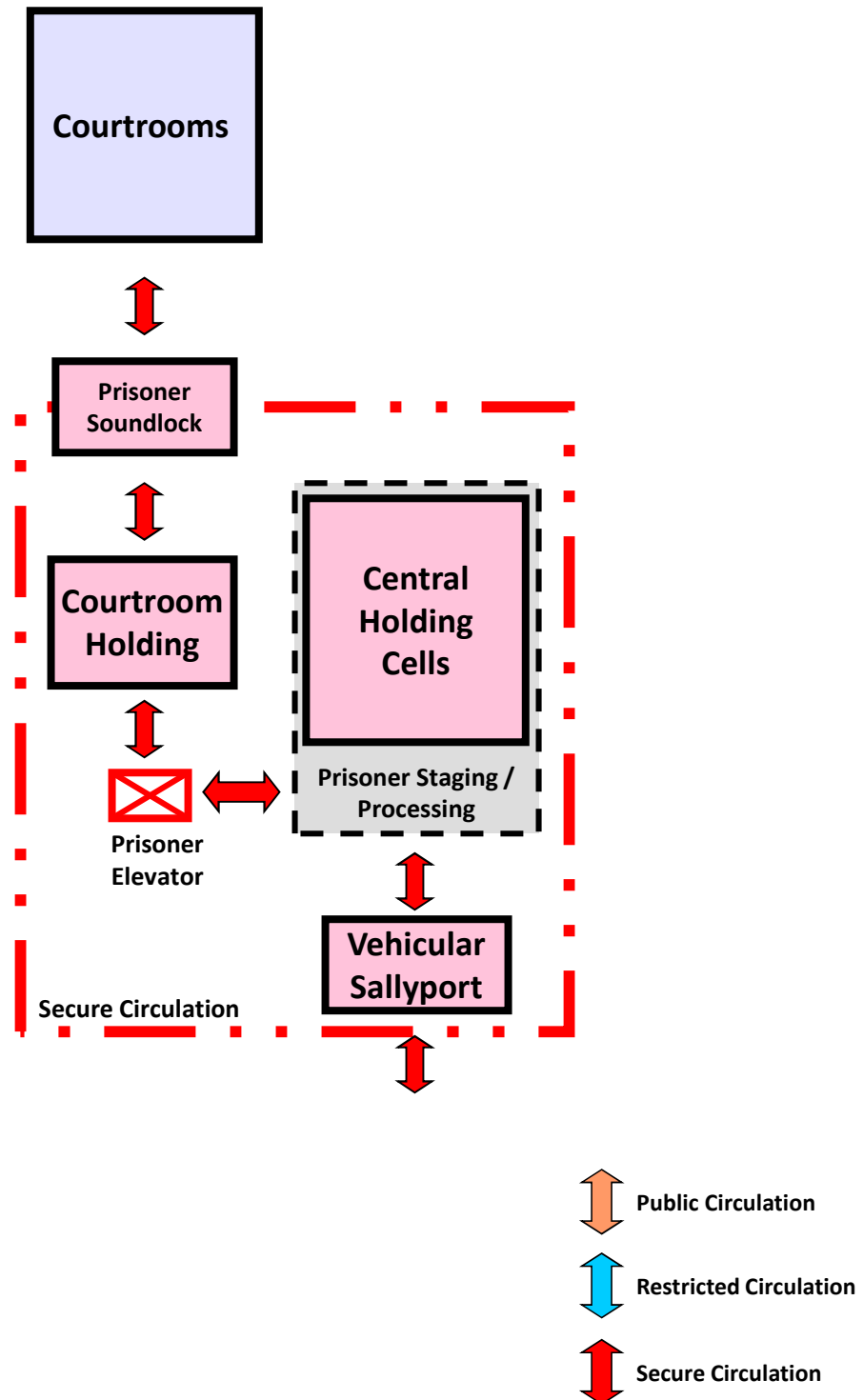
1.2 GENERAL FUNCTIONAL & DESIGN CRITERIA

JUDICIAL FLOW



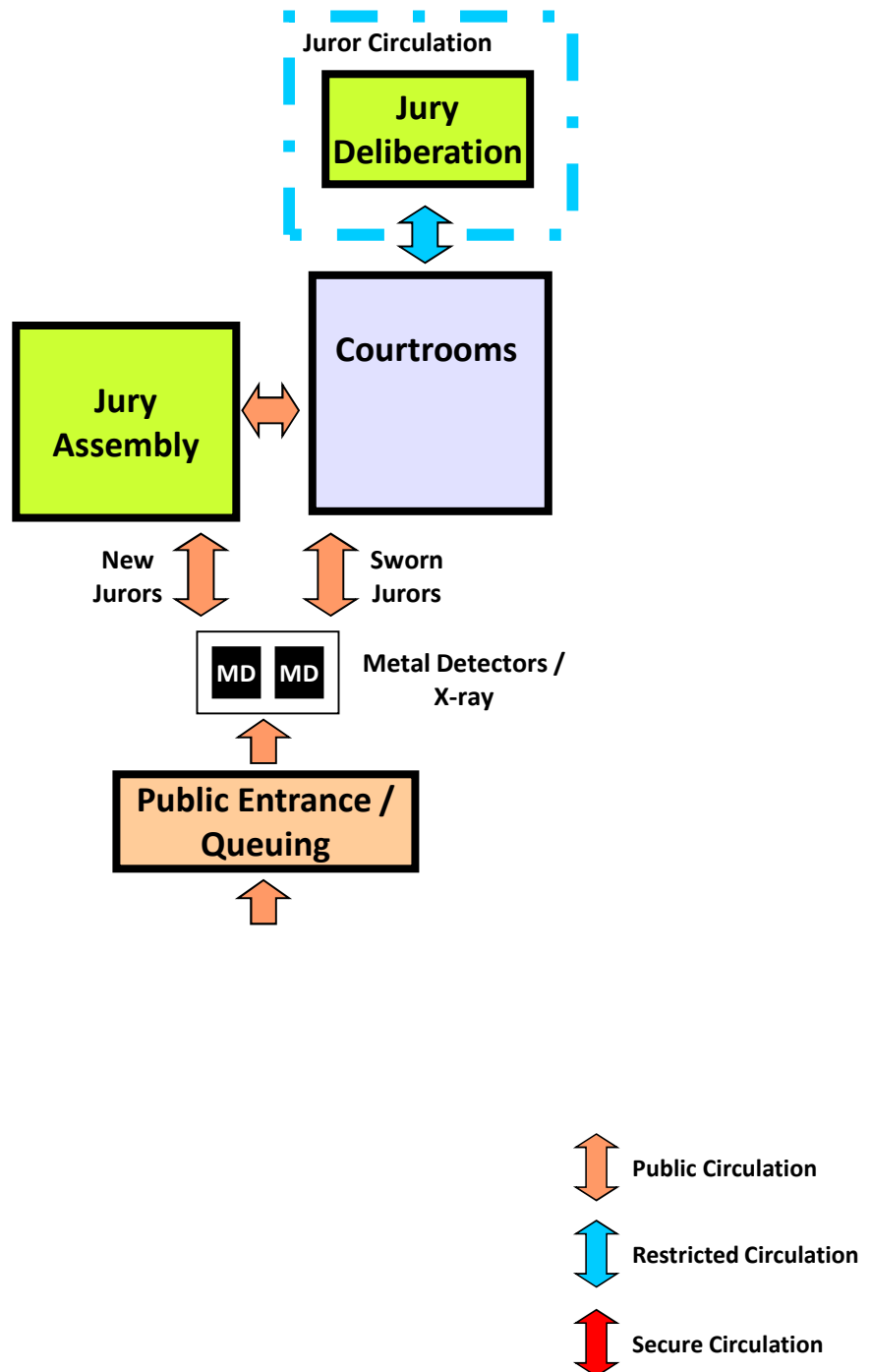
1.2 GENERAL FUNCTIONAL & DESIGN CRITERIA

PRISONER FLOW



1.2 GENERAL FUNCTIONAL & DESIGN CRITERIA

JUROR FLOW



1.3 FUNCTIONAL NARRATIVES

1. COURT SETS

The courtroom is the traditional center of court activity, the space where most court proceedings take place and is therefore subject to complex operational and design requirements that will vary by specific court department and use. The courtroom is the largest piece of a “court set”, which includes support spaces such as attorney/client conference rooms, jury deliberation rooms, adjacent holding cells, robing rooms, and AV storage spaces.

Activities and Functions

New Courtrooms

- As the location of publicly-accessible judicial activity, courtrooms require appropriately dignified design reflecting their symbolic representation of the justice system.
- Courtrooms are the only place in the courthouse where public, staff and prisoner circulation areas meet; therefore, all courtrooms must be securable when not in use to prevent unauthorized intrusion from one circulation area to another.
- Judicial, staff, and juror entry points into the courtrooms must be restricted from the public.
- Courtroom design considerations must be conducive to courtroom proceedings, including: clear sightlines from the judge’s bench and jury box to the witness stand, court reporter, and litigant tables; appropriate acoustic design aiding necessary communication while allowing for appropriate confidential conversations; and adequate spectator seating for the public and juror selection processes.
- All courtrooms are planned to accommodate jury trials with a jury box and jury deliberation room for each courtroom. The standard and large courtrooms require capacity for 12-person juries with four alternates, and the civil courtrooms are planned for six-person juries with two alternates.
- All courtrooms need a vestibule between the courtroom and the public corridor to serve as a sound buffer against general noise from outside of the courtroom.
- All courtrooms are planned with two attorney/client conference rooms – one standard, one large. These conference rooms allow for confidential conferencing in a closed room rather than the corridor outside of the courtrooms, and may also be used as victim or witness waiting rooms during court proceedings. Access to these rooms should be controlled by the courts.
- Audio-visual (AV) closets are to be accessed from restricted circulation. These closets are planned to hold AV two equipment racks per pair of courtrooms, but may be separated as single AV closets, one per courtroom, during design of the court sets.
- Modern court operations incorporate technology in the courtroom, ranging from common computers and laptops to evolving evidence presentations and technologically equipped jury boxes. Courtroom design must allow for flexibility and continuing advancement of technology.
- All courtrooms should have a dedicated storage space.
- Jury deliberation rooms should be restricted from public circulation, preferably located adjacent to their respective courtrooms. If possible, jury access to the deliberation rooms via a restricted corridor that does not require traversing a courtroom should be considered for occasions when jurors need an alternate route to a deliberation room, such as when their assigned courtroom is inaccessible or a particular case’s sensitivity requires jurors to be separated from the public waiting outside of a courtroom.
- Collegial chambers are assumed for an expansion or new facility; therefore, robing rooms are provided at each courtroom as a small, local office for judges to use during court proceedings. Robing rooms must be accessed via restricted circulation adjacent to their respective courtrooms. A judge’s toilet is provided at each robing room.
- Standard and large courtrooms are planned with access to central holding and courtroom holding cells and are intended to be “paired” around a shared holding area, which should have two cells with sight and sound separation to keep male, female and juvenile in-custodies separate. Civil courtrooms do not require access to courtroom holding areas. Non-contact interview booths are not required at courtroom holding.

1. COURT SETS

Functional Relationships

- All courtrooms are accessed from public corridors.
- Civil courtrooms do not require direct access to secure prisoner circulation.
- Collegial Chambers are assumed, so courtrooms should be conveniently proximate to their respective robing rooms with access via restricted circulation.
- Expressed preferences for courtroom layout include the witness bench set forward of the judge, clerk and court reporter in front of the judge, and jury centered in the well in a semi-circle.

2. HEARING ROOMS

Hearing rooms provide space for magistrates and visiting judges to preside over court cases that do not require juries, do not involve persons that are in-custody, and have a generally low volume of spectators and court proceeding participants. The settlement conference room is planned as a space for civil court mediations, but may also be used as a shared conference room for the court's use if available.

Activities and Functions

- Judicial and staff entry points into the hearing rooms must be restricted from the public.
- As the location of publicly-accessible judicial activity and importance as a symbolic representation of the justice system, hearing rooms require appropriately dignified design reflecting the importance of the courts.

Functional Relationships

- Hearing rooms are accessed from both public and restricted circulation.
- The settlement room is accessed from public circulation, with desired adjacency close to Jury Assembly

1.3 FUNCTIONAL NARRATIVES

3. JUDGES

Judicial chambers are the office hub for the judiciary and their support staff. New chambers are planned as a collegial grouping of offices, which offers the benefits of shared support space and staff, as well as regular interaction between judicial colleagues. Five chambers in the existing courthouse are currently located behind the courtrooms on the fourth floor, four of them grouped together in two pairs of two chambers with a shared space for secretaries. The Administrative Judge's chambers is independent.

Activities and Functions

- Judicial chambers must be located in a restricted circulation area in the courthouse with controlled access. Judicial entry into the courthouse and movement throughout the building must be separate from the general public.
- New chambers are planned as collegial, with a shared support space area that including a main reception area for visitors, conference room, and kitchenette. The number of judges in one collegial office area will depend on available floor area at the chambers floor.
- Each judge's chamber has space for the judge, 1 secretary, 1 law clerk, and 1 intern, in addition to a copier/supply storage area, file space, coat closet, and judge's toilet. The staff attorney will be located in the Administrative Judge's chambers.
- Visiting judges are located together in a suite. The visiting judges' office area may be separate or combined with the other collegial chambers, to be determined in design.
- There are 3 Appellate Chambers, each with space for the judge, 1 secretary, and 1 law clerk, in addition to a copier/supply storage area, file space, coat closet, and judge's toilet. Appellate chambers will share their own kitchenette. The Appellate judges' chambers may be separate or combined with the other collegial chambers, to be determined during design phases.

Functional Relationships

- Judicial chambers should be conveniently proximate to courtrooms and hearing rooms, with access via a judges' elevator.
- All judicial chambers must be restricted from the public with controlled access. An advantage to the use of collegial chambers is the ability to design a single reception area, which acts a buffer between visitors and the judiciary.

4. MAGISTRATES

Magistrate offices are planned as office work space for magistrates and their support staff. In a new building or expansion area, they are planned as a collegial grouping of offices, which offers the benefits of shared support space and staff as well as regular interaction between judicial colleagues.

Activities and Functions

- Magistrates hold proceedings in domestic and juvenile cases and make recommended findings to a judge. Magistrates are scheduled for court on a daily basis. They review pleadings, prepare for dockets, and draft orders.
- Magistrate offices must be located in a restricted circulation area in the courthouse with controlled access. Magistrate entry into the courthouse and movement throughout the building must be separate from the general public.
- Magistrate offices are planned as a suite. Each magistrate will have their own office, toilet and workstation for an administrative assistant, with shared support including a copier, supply storage, files, coat closet and a kitchenette.
- Space permitting, the magistrates may be combined with the other collegial chambers but in a separate area within the collegial chambers floor, to be determined during design phases.

Functional Relationships

- Magistrate offices should be conveniently proximate to the hearing rooms where magistrates will typically work.
- Magistrate offices must be restricted from the public with controlled access.

5. COURT ADMINISTRATION

Court Administration, with direction from the Administrative Judge, has final responsibility for maintaining court operations related to budget and finance, human resources, technology, policy, procedures and case flow.

Activities and Functions

- A public counter and waiting area is needed.
- A conference room is needed for frequent court administrative meetings with court staff.

Functional Relationships

- The Court Administration area oversees all court activity and ideally should be proximate to the Calendar Management office.
- The Court Administrator has regular interaction with the judiciary and should be conveniently accessible to the judicial staff.

6. CALENDAR MANAGEMENT

Calendar Management performs all assignment and case management functions for the court, including court events scheduling, posting dockets, tracking leave, managing calendars, and monitoring case flow.

Activities and Functions

- With direction from the judiciary, Calendar Management assigns courtrooms, manages dockets and coordinates court calendars.
- A public counter and waiting area is needed.

Functional Relationships

- Calendar Management works closely with Court Administration and should be adjacent to the Court Administration area.
- Calendar Management also has significant crossover with Family Law and should be located in close proximity to the Family Law area.
- Convenient proximity to the settlement conference room is desirable to help Calendar Management administer to the scheduling and usage of the room.

1.3 FUNCTIONAL NARRATIVES

7. FAMILY LAW

The Family Law office manages all domestic and juvenile cases as they are processed through the court system. It is a resource dedicated to responding to family law case procedural inquiries and managing a family law assistance program that provides alternative dispute resolution services, custody evaluations, assistance to self-represented family law litigants, and connections for the public with family-related services and resources.

Activities and Functions

- Family Law reviews all domestic and juvenile case files, schedules events, assigns cases to Magistrates, sends notices and correspondence, and works with the Deputy Court Administrator to process cases through status hearings and schedule conferences.
- A significant amount of Family Law staff time is dedicated to answering phone queries from the public.
- The public needs to access the Family Law office in order to obtain information about family law services, meet with the court social worker or other staff, and report for mediations. A public counter and waiting area is needed.
- The interview room and conference room must be accessible from the waiting area without requiring public to move through the staff space.
- Due to the potential volatility of family law matters, particularly in the context of mediation, the office should be equipped with duress alarms, and the office should be observable by courthouse security staff.
- Family Law also runs clinics, family law assistance programs, and trainings.

Functional Relationships

- Family Law has significant crossover with Calendar Management and should be located in close proximity to the Calendar Management area.
- The Family Law office's Family Law Assistance Program currently occurs in the Law Library. If this program will continue to occur in the Law Library, then convenient access to the Law Library would be desirable.
- The Jury Assembly space is currently used for public training workshops. If these workshops will continue to occur at Jury Assembly, then convenient access would be desirable.

8. CLERK OF THE COURTS

The Clerk of Court's office is responsible for a wide range of court operational functions from case filing intake and records management to court docket processing and courtroom staffing. Clerk operations have a public component, including customer service and payments windows, but are mainly internally focused in direct support of court staff and the judiciary. The Clerk of the Courts maintains three divisions: Criminal/Juvenile, Civil, and Land Records/Licensing.

Activities and Functions

- All Circuit Clerk functional space should be consolidated at one location with the objective to maximize staff efficiency and supervision, create opportunities to cross-train staff, provide optimal customer service to the public, and manage a safe staff environment. The Land Records/Licensing division is currently located at the Dorsey Building, not at the courthouse with the Criminal/Juvenile and Civil divisions.
- Most Circuit Clerk areas are staff intensive and should be planned and designed with indoor environmental quality conducive to human habitation, including adequate support space, durable and appropriate architectural finishes and furniture, and access to natural daylight.
- The Clerk of the Courts is an elected position.
- Staff areas, including the Clerk of Court's office, should be restricted from the public, but should be accessible to other staff divisions.
- A conference room is required for frequent meetings typical for the Clerk of the Courts' daily operations. If clerk operations remain split in two separate areas, a conference room will be needed for each.
- Courtroom Clerks spend much of their time in a courtroom during court proceedings, but they also require dedicated workstations in the main office area where they can perform most of their duties outside of the courtroom.
- Most file records are planned for open shelving units. High-density mobile shelving units may be used for more efficient storage if the floor load is adequate for holding the additional weight. Juvenile records require additional security and are kept in locked file cabinets.

- Court exhibits are retained by the court clerks with photos and presentations stored until a case's appeal time has expired. Sensitive items, such as firearms and narcotics, are held only during an active trial and turned over to the Sheriff for storage after the trial.
- The computer server rack must be located in a climate controlled area.
- Public counters are serviced by rotating clerk staff who move from their workstations to the counter during their shift. While some clerks may be designated for full-time counter responsibilities, they will still require a workstation independent of the counter station to allow for non-counter-related task work space, and to allow other clerk staff to back up the regular counter posts.
- The public counters may require a barrier between the clerks and visitors with a pass through in order to help maintain a secure separation between the restricted staff area and the public. Current public counter configurations do not have barrier separations, but there have been recent security incidents that may warrant a change.
- The public counter and reception area requires adequate space for a counter queuing area and kiosks where public-access computer terminals are available for public record look up or other court-related computer research.
- There must be clear sightlines for the staff to observe the public viewing files in the public area to assure the integrity of the files.
- All counter stations may collect payments. A safe for securely storing case payments is needed.
- Marriage License applications are obtained from the Licensing/ Land Use division, while marriages are performed by the Clerk of the Courts at the courthouse in a room that is used exclusively for marriage ceremonies. Appropriately sized waiting is required. The marriage ceremony space and associated waiting does not require direct adjacency to the clerk's office, but proximity would be ideal.

Functional Relationships

- The Clerk of Court public counters and computer terminals have a relatively high-volume of public visitors and close proximity to the entrance lobby should be a priority.
- The Clerk of the Circuit Court's office should also be proximate to the Law Library where the public may be directed for assistance navigating the court system.
- Proximity to Calendar Management is also desired.

1.3 FUNCTIONAL NARRATIVES

9. REGISTER OF WILLS

The Register of Wills appoints personal representatives and oversees the administration of decedents' estates, collects fees and inheritance taxes, and serves as clerk to the Orphans' Court. The Orphan's Court is programmed as part of the Register of Wills.

Activities and Functions

- The Register of Wills staff area should be planned and designed with indoor environmental quality conducive to human habitation, including adequate support space, durable and appropriate architectural finishes and furniture, and access to natural daylight.
- The Register of Wills is an elected position.
- A public counter is planned for customer service in a reception area, which is accessible from public circulation. The reception area includes kiosks where public-access computer terminals are available for genealogy research.
- Staff areas are to be restricted from public access without staff consent.
- A conference room is planned for the Register of Wills office area, but this conference room may be shared with other departments.
- Wills are stored in fire-proof safes. A vault is not necessary.
- Orphan's Court is held one day per week.
- As the location of publicly-accessible judicial activity and importance as a symbolic representation of the justice system, the orphans' courtroom requires appropriately dignified design reflecting the importance of the courts.
- Courtroom design considerations must be conducive to courtroom proceedings, including: clear sightlines from the judge's bench to the witness stand, court reporter, and litigant tables; appropriate acoustic design aiding necessary communication while allowing for appropriate confidential conversations; and adequate spectator seating for the public.
- Visiting Judges for Orphan's Court are elected. They sit as a panel of three and deliberate together. A joint conference room is provided for them to deliberate and store their belongings. Note that Orphan's Court visiting judges are distinct from those associated with the Circuit courts.

- Judicial and staff entry points into the orphans' courtroom should be restricted from the public.
- Attorney/Client Interview Rooms are provided.
- Courtroom design must allow for flexibility and continuing advancement of technology.

Functional Relationships

- The Register of Wills office area should be adjacent to or conveniently proximate to the Orphans' Courtroom.
- The office should also be accessed close to the public lobby as many visitors are elderly.
- The Register of Wills has minimal interaction with the courts; adjacency to other courts agencies is unnecessary.

10. COURT REPORTERS

The Court Reporting Unit is responsible for the recording of all “on the record” courtroom events. Their transcripts become public records and are a resource for the courts. Court reporting is necessary for real time records, and is augmented by digital audio recording in the courtrooms.

Activities and Functions

- All court reporter space should be consolidated in one area of the courthouse, if possible.
- A private office is needed for the supervising court reporter with direct adjacency to other court reporter staff. All other full-time court reporters are planned in a shared office with open workstations.
- An office for contingent court reporters includes a shared workstation and conference area with lockers.

Functional Relationships

- Court reporters do not have any required adjacencies, but office area should be conveniently proximate to the courtrooms.
- Court reporter offices should be located in a staff restricted area, but will require restricted access for authorized public visitors seeking audio recording and transcript review.

11. LAW LIBRARY

The law library is a court resource for the public and attorneys to research legal matters, access legal resources, and receive assistance navigating the court system.

Activities and Functions

- Runs legal clinics, provides resources for computerized and printed legal research, and provides reference services.
- Legal clinics are run with volunteer attorneys in the library, for which a conference room is needed.
- Most library space is dedicated to “people space” where active research is performed, including computer kiosks, work tables and kiosks.
- The librarian requires a private office, but with a view into the library for supervising library activity.
- An attorney lounge/work room should include space for shared workstations used primarily by attorneys with ongoing courthouse work who are not associated with other groups provided space in the courthouse. This work room is intended as a work resource and not as a place for client consultations and interviews, which may occur in the attorney/client conference rooms planned as part of the courtroom support space for all courtrooms. This space may overlap with that being provided by the Bar Association and further discussion with the courts is required.

Functional Relationships

- The law library is located off of public circulation and should have convenient public access from the building entrance.

1.3 FUNCTIONAL NARRATIVES

12. JURY ASSEMBLY

The jury office manages the jury process and is responsible for summoning and administering the public to serve as potential jurors, as needed by the courts. Services for the public include juror check-in, processing, service payments, issuing summons and excusing service.

The size of the existing jury assembly space is inadequate, and base program provisions include a secondary jury assembly space to accommodate 60 additional jurors, while expanded program provisions account for one consolidated space for 200 jurors.

Activities and Functions

- Office space is required for Jury Commission staff to: create, distribute and process jury summons, manage jurors at the courthouse, respond to judicial needs regarding jury panels, provide juror customer service, and conduct other administrative functions.
- As a space where jurors report to the courthouse to fulfil their required jury service, the jury assembly room must be a positive representation of the courts and the judicial system. Wayfinding to the jury assembly room must be clear, juror waiting areas must allow for comfortably spaced seats, and the room should include natural daylight and other human-friendly design elements.
- The Jury assembly room is planned with a counter station for juror check-in and in-person inquiries.
- Juror waiting should offer a mix of seating options with most jurors waiting in an open seating area. However, accommodations should be made for jurors waiting potentially long periods of time for juror panel requests from the judges, including seating in a quiet room or lounge. A vending area is required.
- Bailiffs from the Sheriff's office support and supervise jury panels. Lockers are provided in a staff area for the storage of their personal belongings.

Functional Relationships

- The jury assembly room should have convenient access from the entrance lobby to minimize the distance travelled for reporting jurors.
- Jurors requested for jury selection (voir dire) need to move in groups that may range in size from 30 to 75 jurors, as determined by the presiding judge for a particular case. These pre-selected jurors should have convenient access to the jury courtrooms in order to minimize the travel time to the courtrooms, and will move mainly through public corridors.
- Selected (sworn) jurors should have a means for accessing their assigned courtrooms without moving through public corridors, particularly in front of the courtrooms where parties associated with a court case may try to intimidate or influence the jurors. An alternative route to the courtrooms could be via restricted circulation accessible from the jury assembly room or staff-only circulation, and will be determined in a later design phase.

13. SHERIFF

The Howard County Sheriff's Office serves the courts and the community. In respect to the courts, the Sheriff serves warrants, provides prisoner transportation to and from the courthouse, maintains security in the courthouse and courtrooms, manages central holding at the courthouse, and moves prisoners between central holding and the courtrooms.

The Sheriff's central administrative office is currently located at the Dorsey Building in Columbia. Here, staff provide civil process through background investigation, education, training, the landlord/tenant unit, the domestic violence unit, and the warrant unit which serves warrants for the Circuit Court. The Sheriff would like to consolidate all of their operations at the courthouse, and planning studies explore options where this may be possible.

Security challenges abound at the existing courthouse – there is no vehicular sallyport, there are no courtroom holding areas and no distinct circulation zones to move prisoners from the central holding area to the courtrooms. The current holding area is small and does not allow for sight and sound separation between adult, juvenile, male and female populations. A goal for any addition/renovation or new project will be to address these security concerns.

Activities and Functions

Administrative Functions

- Sheriff's Office suite
- Fleet/K9/Quartermaster
- Education and Training
- Administrative Services, including offices and workstations
- Warrants Unit
- Landlord/Tenants Unit
- Domestic Violence Unit
- Specialty storage spaces include a gun safe, armory, quartermaster storage, animal holding facility, property room, and evidence room
- Support spaces include a conference room, lockers, toilet, break room, copiers, and file storage.

Courthouse Security and Staff Support

- An officer waiting area is required for all transport personnel, including Sheriff's transport officers and officers from other jurisdictions. This area is to have seating for eight, a television, and work-space.
- Separate male and female locker rooms are planned to accommodate full-size lockers. Staff toilets adjacent to lockers; Sheriff's office to confirm if showers are required.
- The muster room is a dedicated roll call area and will also be used as a staff break room with an adjacent kitchenette. The Duty Office should be adjacent to the muster room.
- The security control room will monitor courthouse activity through cameras, and will provide door control access at secure points of prisoner movement.
- A security equipment room adjacent to the control room includes a secure server and LAN separated from other courthouse technology systems, in addition to storage space for radios, restraints and other security equipment.

Central Holding and Prisoner Movement

- All areas where prisoners are present must be secure, with prisoners under surveillance at all times. When not in a holding cell or in a courtroom, prisoners are escorted by Sheriff personnel through secure circulation areas.
- Prisoners should enter and exit the courthouse via a secure vehicular sallyport, sized to accommodate a 22-person bus and additional staging and maneuvering space. A pedestrian sallyport connects the vehicular sallyport to the courthouse and leads into the central holding area.
- Access to and from the vehicular sallyport will be controlled remotely from the central control room.
- Firearms are not permitted into the central holding area; a gun loading/unloading station and locked fire arm storage must be provided at the vehicular sallyport.

1.3 FUNCTIONAL NARRATIVES

13. SHERIFF

- Prisoner search policies are to be confirmed with the Sheriff's office. It is presently assumed that prisoners arriving from a detention center are not searched or processed, as those activities have already taken place before transport, though a pat down and ID verification may happen immediately upon entry into central holding. Other prisoners, such as those arrested in the courthouse, must be searched, screened and processed. Unsearched prisoners should not be placed in a holding cell in case they have contraband.
- Adult and juvenile prisoners must always have sight and sound separation. Male and female prisoners must also have sight and sound separation.
- Single-occupancy cells may be used to segregate volatile populations, including mental health prisoners.
- All cells are planned as "wet cells", furnished with detention grade benches and sink/toilet combo units.
- All central holding and courtroom holding areas are monitored remotely from the central control room.
- Attorneys may meet with in-custody clients at the non-contact visitation booths. Whether these spaces have pass-throughs at the windows for document signing is dependent on further discussion with the Sheriff's office.

Functional Relationships

- The jury assembly room should have convenient access from the entrance lobby to minimize the distance travelled for reporting jurors.
- Jurors requested for jury selection (voir dire) need to move in groups that may range in size from 30 to 75 jurors, as determined by the presiding judge for a particular case. These pre-selected jurors should have convenient access to the jury courtrooms in order to minimize the travel time to the courtrooms, and will move mainly through public corridors.
- Selected (sworn) jurors should have a means for accessing their assigned courtrooms without moving through public corridors, particularly in front of the courtrooms where parties associated with a court case may try to intimidate or influence the jurors. An alternative route to the courtrooms could be via restricted circulation accessible from the jury assembly room or staff-only circulation, and will be determined in a later design phase.

14. STATE'S ATTORNEY

The State's Attorney is the primary prosecutor and handles the prosecution of all criminal offenses that occur in Howard County, the majority of which are state law violations. The State's Attorney's Office desires full operations to be consolidated at the courthouse, where they were previously located more than ten years ago (they were relocated due to space constraints and the growing needs of the courts). If this consolidation is not achievable, then a satellite office is necessary at the courthouse as an office resource and location for witness interviews and waiting.

The State's Attorney also conducts grand jury sessions. A grand jury is responsible for determining whether or not criminal charges may be brought in felony cases. A grand jury size is typically 23 jurors, including alternates. Though used extensively by the State's Attorney's Office, the grand jury room is wholly in the jurisdiction of the courts. The Grand Jury Room is presently located at the Carroll building, and uses the courts' Jury Assembly space once a month for orientation.

Activities and Functions

Satellite Office

- Three offices for State's Attorneys are to be shared by rotating staff at the courthouse. These offices require video-conference capability, file storage, and standard office support equipment.
- A public waiting area is needed outside the offices. Visitors would be buzzed through a locked door to gain access.
- Three private interview rooms are needed adjacent to the public waiting area, each to accommodate 4 to 6 people. AV access in the rooms is desired to view security camera footage; recording capability is not required.
- A victim-witness waiting area is required, away from the courtrooms' public waiting areas, to accommodate 20 people. It would ideally be separated into adult and juvenile waiting areas. TVs, toys, video games to be provided.
- A locked space for evidence storage is required.

Full Office at Courthouse

- Visitors to the State's Attorney's office include victims, witnesses, law enforcement officers, and investigators. The office is accessed from public circulation, but the interior of the office area must be secure to protect the safety of State's Attorney staff and visitors, as well as the confidential matters within the office area.

14. STATE'S ATTORNEY

- There are separate visitor waiting areas on either side of the public counter. The larger waiting areas are for admitted visitors, who enter past the public counter to separate juvenile and adult waiting rooms, both of which must be out of sight from the public corridor. Ideally, police should also have a separate waiting area.
- Visitors may not be admitted to staff areas or areas beyond waiting rooms without staff admittance and escort.
- Conference rooms, interview rooms and attorney offices require confidentially appropriate to the sensitive nature of meetings and prosecutorial work.
- The evidence storage room must be secure and climate controlled.
- Adult and juvenile records must be kept separate. All files must be secure and confidential.
- The computer server rack must be located in a climate controlled area.
- The grand jury room design must ensure that all jurors have a clear view of the prosecutors, witnesses, and evidence. Tiered seating may be used to enhance views.
- Grand jury matters are of a very sensitive and confidential nature, and at times may involve high profile cases. It is very important that jurors have a means of accessing the grand jury area without coming in contact with defendants or other interested parties in the cases. Movement into the grand jury area must also be controlled by security staff to ensure the integrity and safety of grand jury participants.
- The grand jury room must be equipped with current technology, particularly for evidence presentation, but should be designed for adaptability to future technology.
- Need for a dedicated holding cell at grand jury for transporting in-custody defendant and witnesses to the grand jury room is to be verified with State's Attorney's Office and the courts.
- A waiting area for victims and witnesses requires confidentiality from the general public, many of whom may be informants requiring secrecy, threatened victims and/or witnesses, or others whose presence may put themselves or others at risk.
- Grand jurors to have adjacent ancillary space, including a kitchenette and toilets.

Functional Relationships

- The State's Attorney's office is accessible from public circulation, but should not directly adjacent to the courtrooms, judges, or Public Defender.
- The grand jury area is used extensively by the State's Attorney's Office. If possible, State's Attorney space in the courthouse should be proximate to the grand jury room for the convenience of the State's Attorney staff.
- Jurors serving in grand jury should have convenient access from the jury assembly room, where jurors may have customer service-related matters.
- Jurors should have a separate entrance to access the grand jury area; ideally, this access would be via restricted circulation so as to avoid mixing with the general public and parties associated with a court case who may try to intimidate or influence the jurors.

1.3 FUNCTIONAL NARRATIVES

15. PUBLIC DEFENDER

The Public Defender office provides legal representation to indigent persons (adults and juveniles) who are either the subject of a criminal investigation or are faced with a criminal charge. Though the Public Defender's main offices are not in the courthouse, some conference and work space is needed within the building to provide a confidential environment for case work during active court proceedings.

Activities and Functions

- Two dedicated, lockable spaces are planned for the Public Defender, one near a Circuit courtroom and the other near a juvenile courtroom.
- Each space will function as a conference room for 6 people, but will also be used as a satellite office for on-site case work by Public Defender attorneys engaged in courthouse activity.
- Each space should have file storage, phone and video-conference capability.

Functional Relationships

- The Public Defender spaces must be accessible from public circulation and proximate to a Circuit courtroom and a juvenile courtroom so that attorneys can be quickly summoned back to their active courtrooms as needed.

16. DEPARTMENT OF JUVENILE SERVICES

The Department of Juvenile Services works with Juvenile Probation and after care services to intervene, testify, and make recommendations to the Courts. They also interview families at the courthouse. The department currently has no assigned space in the courthouse, but would prefer that their entire office be relocated from the District Court building and consolidated at the Circuit courthouse to simplify the process for families/juveniles and maximize staff efficiency. If this relocation is not possible, a satellite office at the courthouse is a necessity to provide a place for the staff to work productively while waiting for court procedures.

Activities and Functions

Satellite Office

- Typical activities in the office area include case work research and preparation, liaising with case-related parties and the Courts, and interviews with families. Four shared workstations and lockable storage for forms and temporary storage of case files are needed.
- A waiting area for 15 people should be provided, with additional space to accommodate a children's/juvenile play area. Kids as young as 8 years old can be in the system, and families often come with their younger children as they wait for the proceedings.
- Conference rooms and interview rooms require confidentially appropriate to the sensitive nature of meetings and case work.
- Two interview spaces are required – one could be a larger conference room that seats 10 with a space in the room for a probation agent to do work while waiting to testify. No AV is required in the interview rooms. These spaces could also be shared with other departments as scheduling allows.
- A drug testing room is required for those ordered by the court the same day. It must be large enough to include accommodation viewing during the sampling, and space for secure storage of samples.
- Storage is needed for GPS equipment, like ankle bracelets.
- The computer server rack must be located in a climate controlled area.

16. DEPARTMENT OF JUVENILE SERVICES

Full Office at Courthouse

- Consolidating offices at the Circuit Courthouse will bring additional offices and workstations, to accommodate all staff.
- Other satellite office space needs remain similar.
- Visitors would not be admitted into the staff area or any other area beyond the waiting rooms without staff admittance and escort. A public counter would separate waiting areas from staff areas.

Functional Relationships

- The Department of Juvenile Services should be proximate to the juvenile courtroom and public defender room.
- Proximity to the Family Law division, Calendar Management, and State's Attorney's Office is desirable.

17. DEPARTMENT OF SOCIAL SERVICES

The Department of Social Services offers a variety of services, including child, family, and adult services (adoptions, foster parenting, child protective services, adult protective services, etc.), child support enforcement, and economic assistance. They are involved with the courts mainly in matters of child support and family issues involving child protective services.

The Department of Social Services has no dedicated space in the Courthouse. The staff currently work out of one of the courtrooms and often meet with and advise clients in the hallways. In planning for an addition/renovation or new facility, the department will require a satellite office.

Activities and Functions

- Typical activities in the office area include case work research and preparation, liaising with case-related parties and the Courts, and interviews with families.
- Visitors may not be admitted into the staff area or any other area beyond the waiting rooms without staff admittance and escort.
- A public counter is needed for Child Support Enforcement to process payments. Otherwise, walk-up public access is typically not required. The public counter/window could be shared with another department.
- Shared offices and workstations will be needed for staff reporting to court each day.
- A dedicated conference room is requested near the courtrooms with adjoining waiting providing a place for children to sit with discussions with families are completed. A second conference room can be located with the office suite. Both should have video conference capability, as foster children may be in other counties with relatives while a case is being adjudicated.
- The conference rooms require confidentiality appropriate to the sensitive nature of meetings and case work.
- Space is needed for temporary file storage; no long term storage required.
- The computer server rack must be located in a climate controlled area.

Functional Relationships

- The Department of Social Services has no required adjacencies.

1.3 FUNCTIONAL NARRATIVES

18. BAR ASSOCIATION

The Howard County Bar Association is a professional organization that works to promote excellence in law practice and justice administration. It presently has no space in the existing courthouse. When allocated a space in a courthouse, bar associations typically provide work space for attorneys working in the courthouse who are not staffed there, which allows attorneys to more efficiently engage in active court cases and be readily available to the judiciary during a trial.

Activities and Functions

- An attorney lounge/work room would include space for shared workstations used primarily by attorneys with ongoing courthouse work. This work room is intended as a work resource and not as a place for client consultations and interviews, which may occur in the attorney/client conference rooms planned as part of the courtroom support space.
- The Bar Association has also requested a separate mediation space; further discussion on the use and needs of this space is required.

Functional Relationships

- The attorney lounge and mediation space should be accessible from public circulation, but there are no necessary adjacencies. Proximity to the law library would be convenient.

19. BUILDING SUPPORT

Building support includes the space requirements necessary for the functioning of the courthouse, such as building entrance security, shared restrooms, building system closets, maintenance and custodial space.

Activities and Functions

- The public entrance to the courthouse must be designed in a way that emphasizes the dignity of the Courts and the first impression the public has of the courthouse interior, and also promotes a secure environment that minimizes potential security and safety hazards as much as possible.
- The queueing area for the security screening stations must be protected from inclement weather and be sized to accommodate the anticipated typical peak number of visitors. Given that many visitors to the courthouse are likely reluctant visitors and may be experiencing negative feeling associated with interaction with the justice system, it is important that the queueing environment not add to stress or anxiety that visitors may already be feeling.
- There must be clear sightlines to the public entrance, queueing area, and screening stations from designated officer posts in the lobby for secure supervision.
- The building service access point into the facility must be restricted to authorized vehicles only.
- A loading/receiving area is planned for the receiving of goods and equipment, which includes space for delivery staging.
- Maintenance shop space must be adequately ventilated.
- Public and staff restrooms, janitor's closets, and telecom, electrical and security closets are planned for distribution in appropriate locations in the facility, to be determined during design. The actual size and number of these rooms requires validation as they will be impacted by building layout and building codes.
- The media room should be planned for flexibility in technology capability to allow for evolving technology needs and future possible changes in media policy.

19. BUILDING SUPPORT

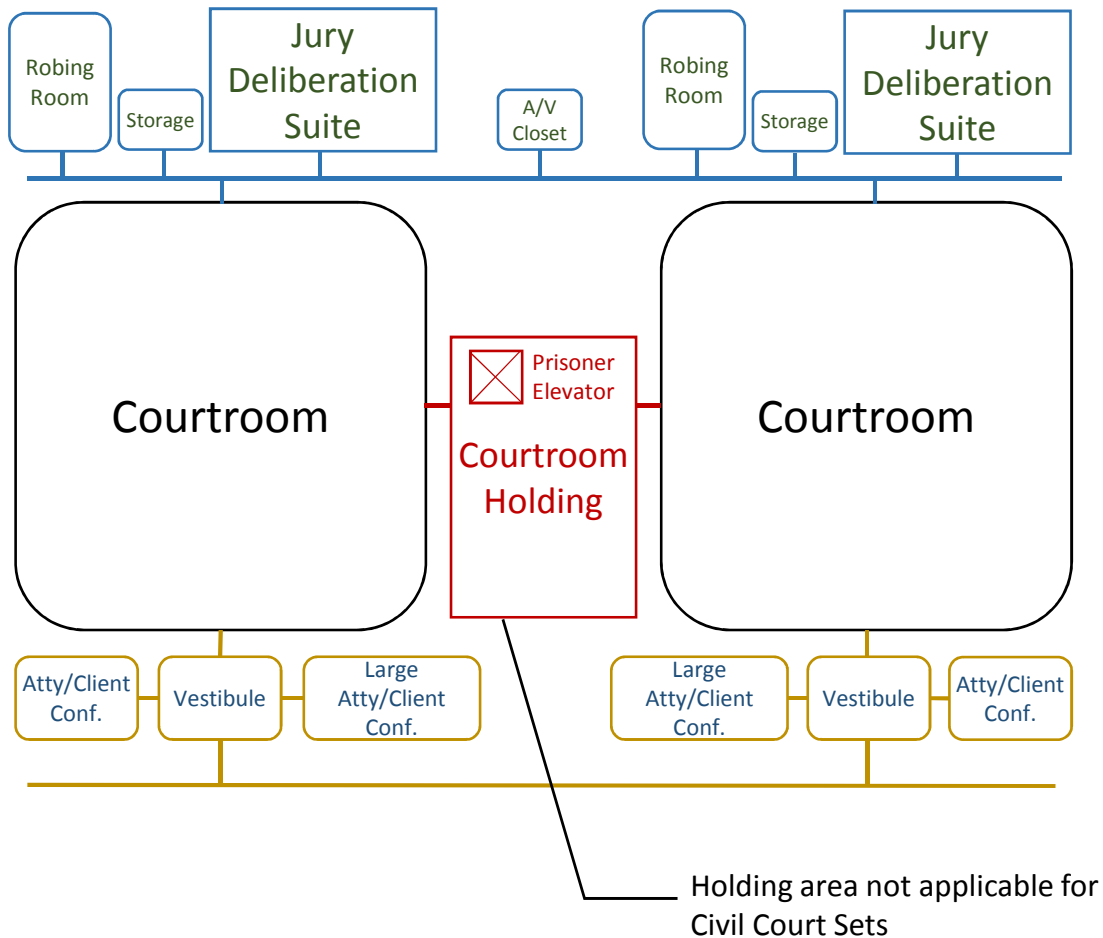
Functional Relationships

- The security office should be adjacent to the entrance lobby.
- The media room should be accessed from public circulation, with proximity to the facility entrance ideal.
- Trash and recycling rooms should be adjacent to the loading area.
- The maintenance office and shop should be located in close proximity to mechanical equipment areas.
- Maintenance storage and bulk storage should have convenient access from the loading area to minimize transport distance of heavy equipment and deliveries.

1.4 COURTROOM LAYOUTS

SUB HEADING I

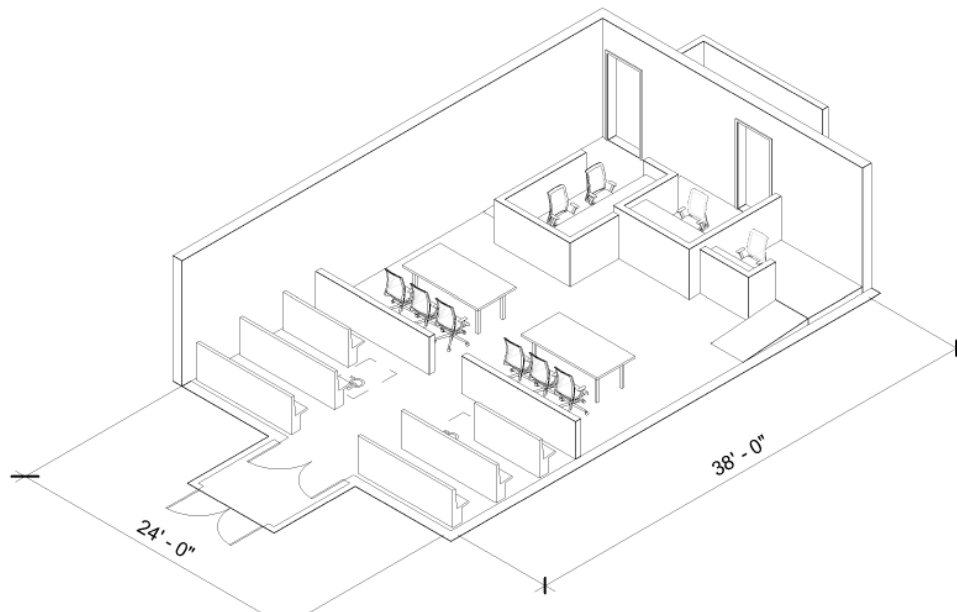
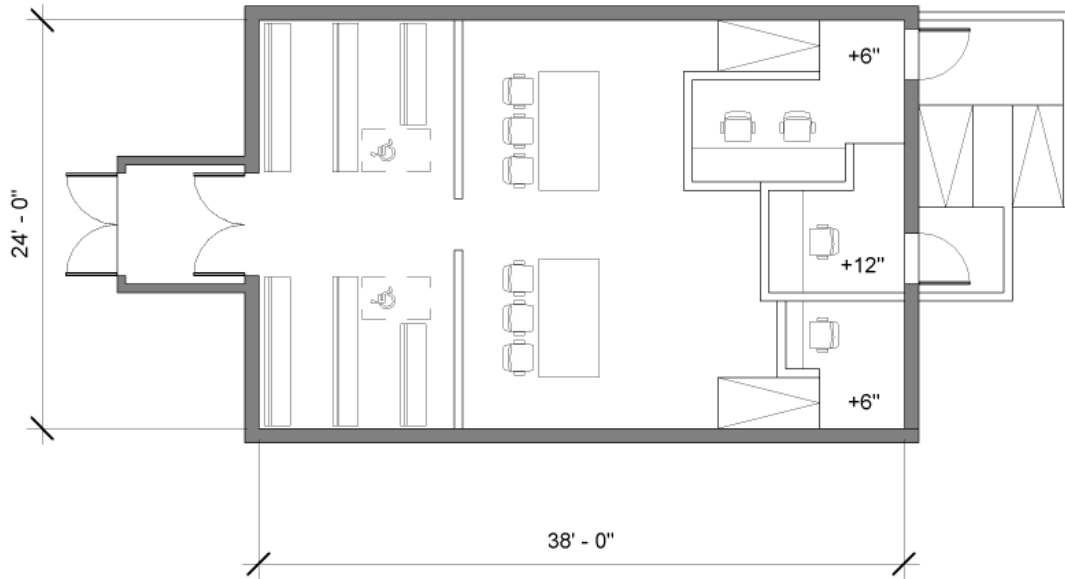
The following diagram illustrates a typical court set:



COURTROOM LAYOUT DIAGRAMS

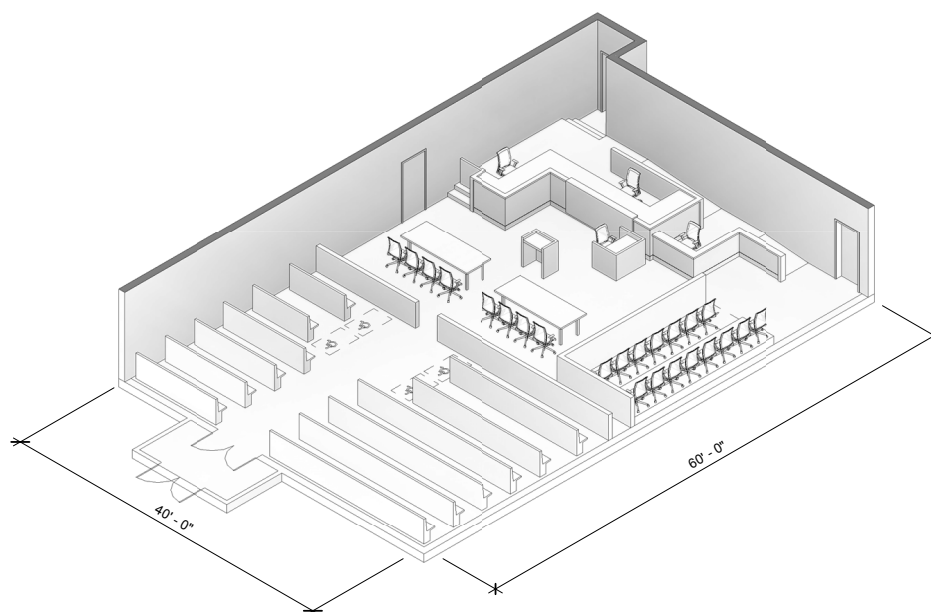
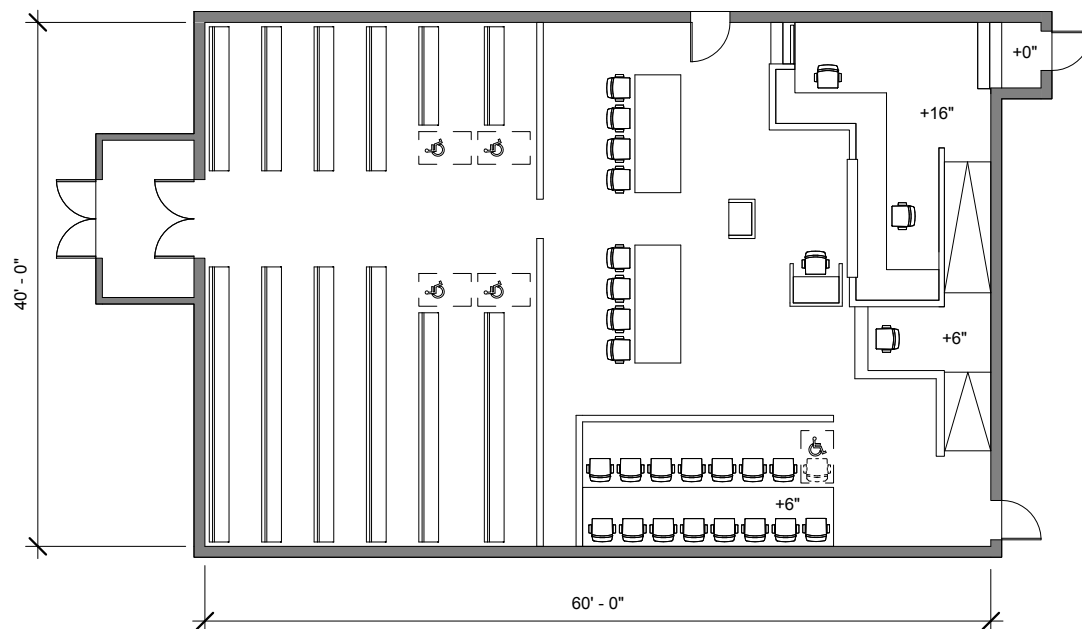
The following courtroom diagrams illustrate generic courtroom layouts. The diagrams are intended to demonstrate the general layout and content of typical courtrooms, including spectator capacities specified in the space program and space standards, and are not meant to be actual courtroom designs.

1.4 COURTROOM LAYOUTS



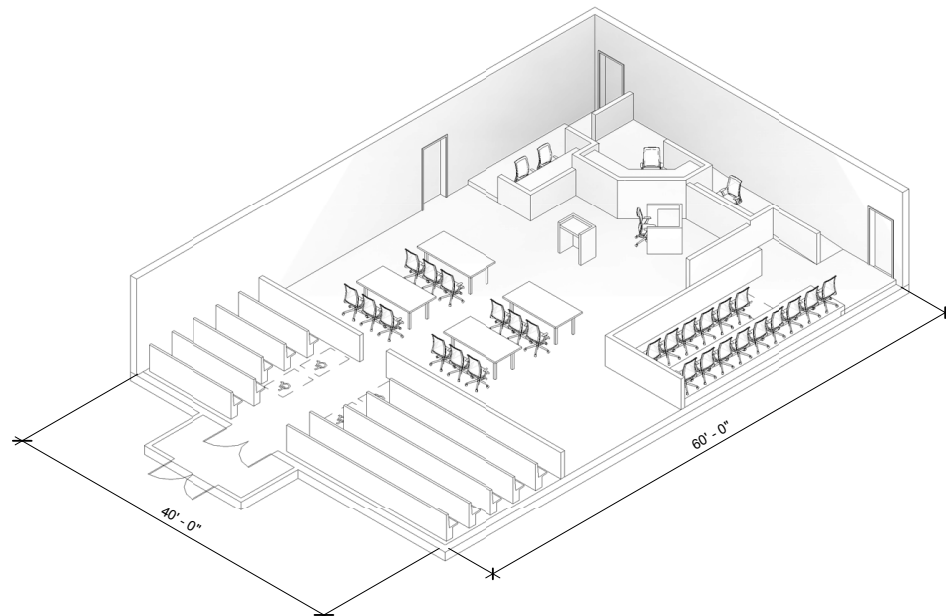
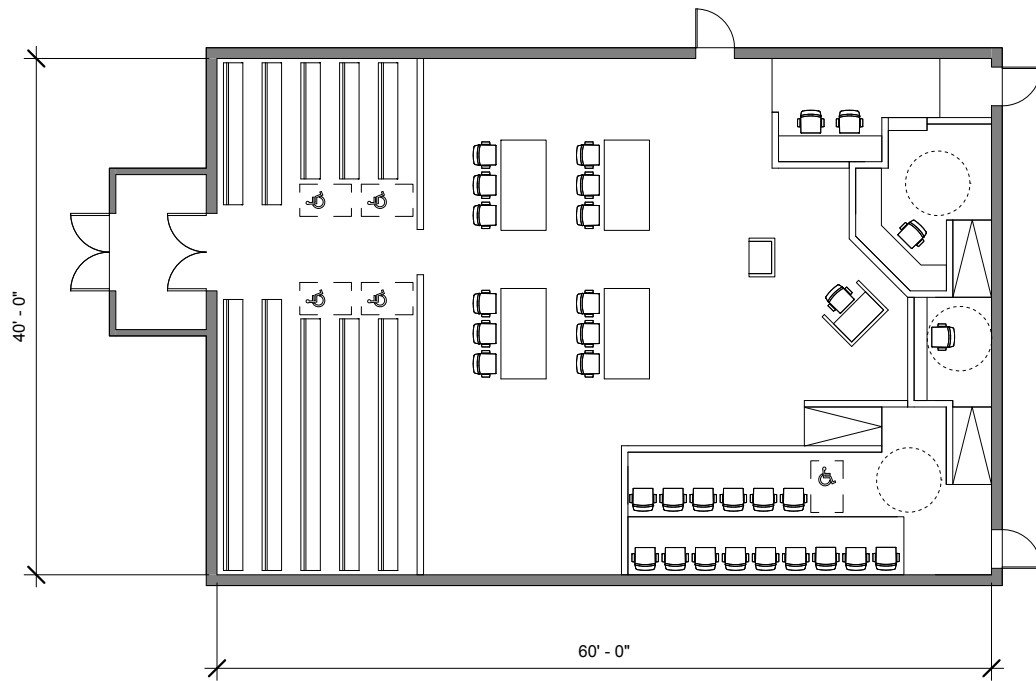
Hearing Room 900sf - Center Bench

1.4 COURTROOM LAYOUTS



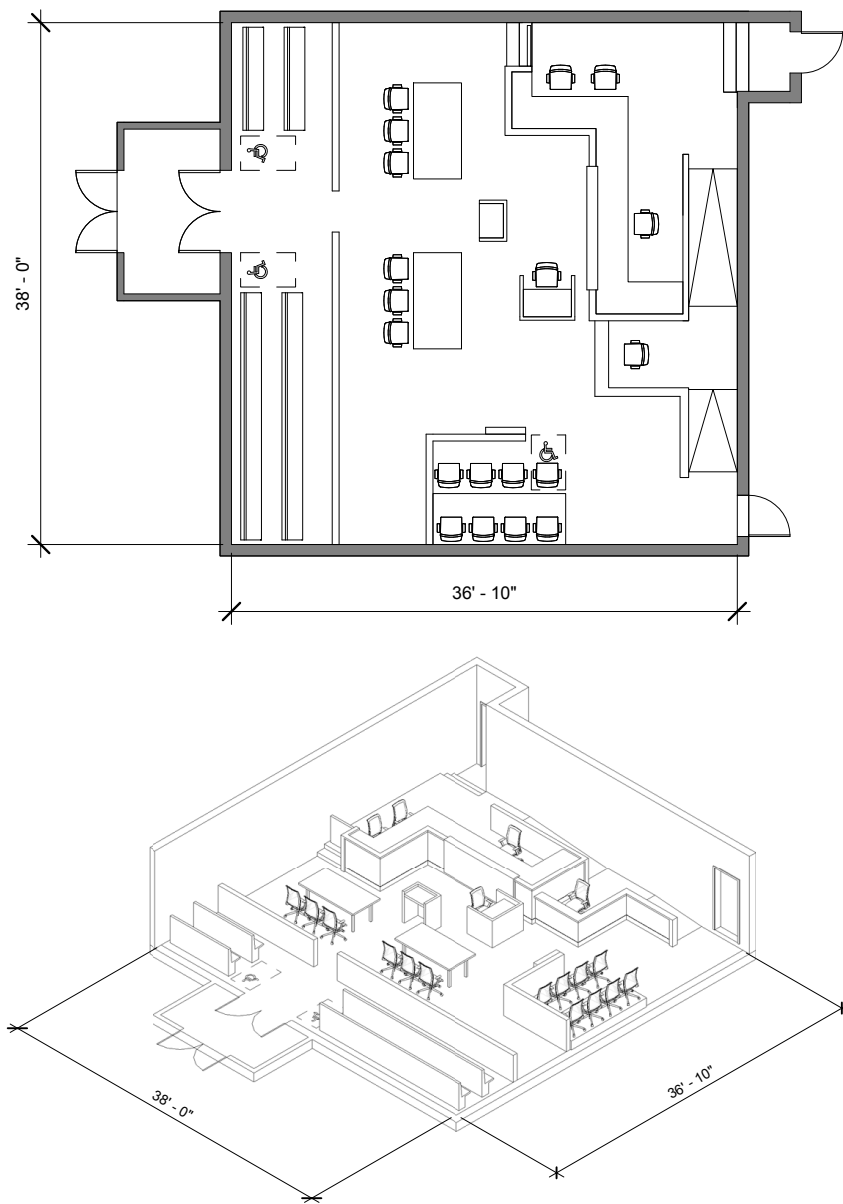
Large Courtroom 2400 SF - Center Bench

1.4 COURTROOM LAYOUTS



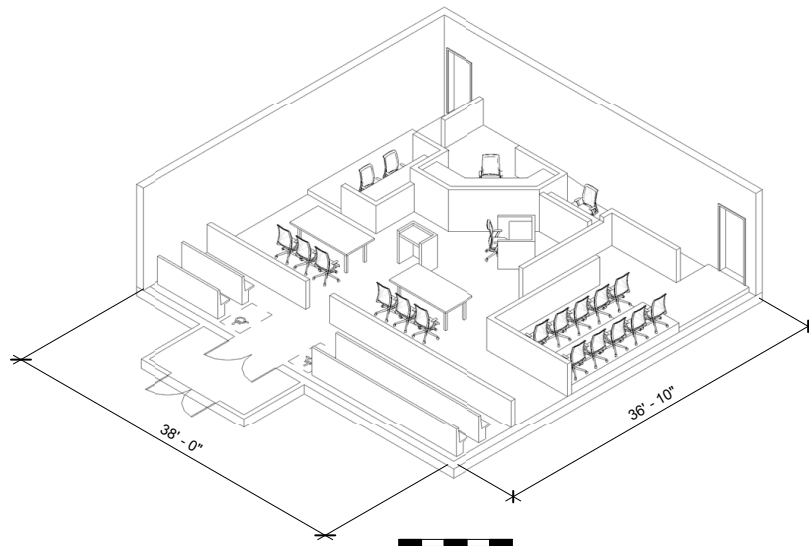
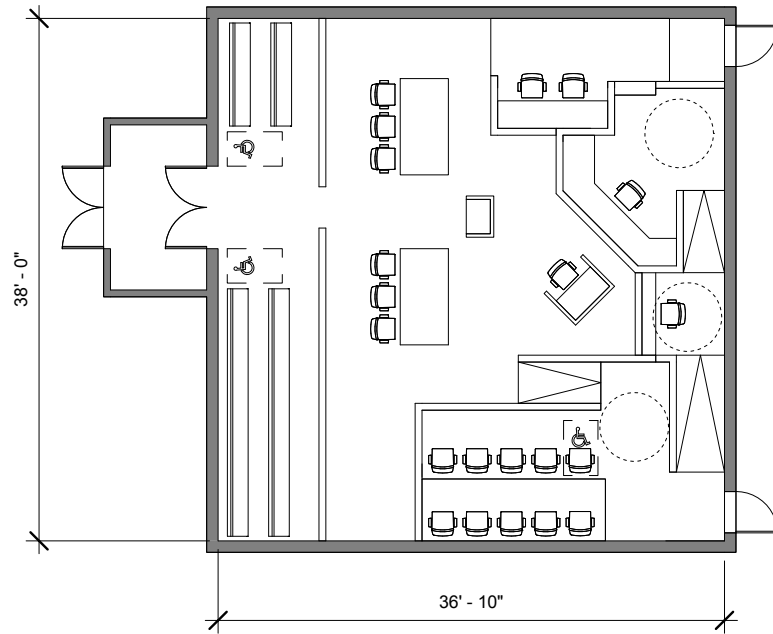
Large Courtroom 2400 SF - Corner Bench

1.4 COURTROOM LAYOUTS



Civil Courtroom 1400sf - Center Bench

1.4 COURTROOM LAYOUTS



Civil Courtroom 1400sf - Corner Bench

2.0 SPACE PROGRAM

2.1 SPACE PROGRAM

METHODOLOGY

The draft space program is a room-by-room quantification of facility space needs. Space needs for the program were developed from Space Needs Survey questionnaires submitted by facility users, programming interviews, and subsequent meetings with the Bureau of Facilities of the Howard County Department of Public Works. User groups have not yet reviewed the draft space program, and their feedback will be necessary to verify their space needs.

The program is sized to accommodate a courthouse consistent with the judicial projections determined from the case load analysis.

The program is organized by components, or departmental functions; for example, Courtrooms, Judges, Jury Assembly, Sheriff, and Register of Wills are each individual components. Each component section lists every space requirement and assigns it an area in net square feet (NSF), which is a measure of the clear internal dimensions of a space. The programmed NSF for each space is based on space standards, which were developed in accordance with Best Practices and similar facility types in the state and region. Projected needs are quantified for the years 2016, 2026, and 2036.

The total sum of all component NSF is quantified and then multiplied by a department circulation factor, which accounts for the circulation area within the component and internal wall thicknesses. These calculations result in a Total Departmental Gross Square Feet (DGSF) for each component. The circulation factor varies from component to component depending on the unique layouts and design requirements of each component.

The component DGSF totals are tallied on the Program Summary page to determine the Total Departmental Gross Square Feet (DGSF) for the facility. This figure is then multiplied by a building grossing factor, which accounts for interdepartmental wall thicknesses and circulation (public and staff corridors, elevators, stairs, etc.), exterior wall thicknesses, interior shafts, and mechanical spaces. The resulting Total Gross Square Feet (GSF) represents the overall size of the building.

Some components have multiple program options (A, B, C), depending on variations in project type, which results in differing space assumptions. Only one program option for each component is totaled on the Program Summary page. Three different Program Summaries were calculated based on various programming options:

1. Program Summary - Base Program: quantifies GSF for the expansion of the existing courthouse and includes 2 new courtrooms, 2 new judges' chambers, a settlement conference room, and select components.
2. Program Summary - Expanded Program: quantifies GSF for the needs of the components listed, most of which currently have space within the existing courthouse.
3. Program Summary - Full Program with County Agencies: quantifies GSF for the needs of the components listed, and includes County agencies that desire a full, consolidated location of their department at the courthouse (e.g. Sheriff, States Attorney, etc.)

METHODOLOGY

Additional Notes:

1. Completed Space Needs Survey questionnaires were received from the following components:
 - Judges
 - Magistrates
 - Court Administration
 - Family Law
 - Register of Wills
 - Court Reporters
 - Law Library
 - Jury Assembly
 - Department of Corrections (require no space at the courthouse)
2. Programming interviews were performed by the consultant team with the following groups regarding their respective components:
 - Courts and Judge Gelfman
 - Register of Wills
 - Clerk of the Courts
3. Notes from programming interviews held by the Bureau of Facilities were distributed to the consultant team for use in developing the space program. The Bureau of Facilities provided notes from their interview with the following components:
 - Sheriff
 - State's Attorney
 - Public Defender
 - Department of Juvenile Services
 - Department of Social Services
 - Bar Association
 - Department of Corrections (require no space at the courthouse)
 - Parole and Probation(require no space at the courthouse)

2.2 SPACE PROGRAM

PROGRAM SUMMARY

DRAFT

Component	2016 Projected Need		2026 Projected Need		2036 Projected Need	
	DGSF	Staff	DGSF	Staff	DGSF	Staff
1B. Court Sets	28,750	0	32,863	0	32,863	0
2B. Hearing Rooms	5,825	0	5,825	0	5,825	0
3B. Judges	13,643	41	16,097	49	16,097	49
4. Magistrates	2,466	6	2,466	6	2,466	6
5. Court Administration	2,419	5	2,646	7	2,646	7
6. Calendar Management	1,152	6	1,411	9	1,497	10
7. Family Law	1,485	6	1,774	8	1,860	9
8. Clerk of the Courts	14,261	43	14,456	46	14,456	46
9. Register of Wills	2,579	9	2,816	12	2,967	14
10. Orphan's Court	2,909	6	2,909	6	2,909	6
11. Court Reporters	1,131	13	1,158	14	1,158	14
12. Law Library	1,701	1	1,679	1	1,679	1
13. Jury Assembly	4,661	12	4,661	12	4,661	12
14. Sheriff	16,236	75	17,046	90	17,460	100
15. States Attorney	14,675	75	15,528	83	16,435	91
16. Public Defender	619	0	619	0	619	0
17. Department of Juvenile Services	4,918	19	5,242	21	5,242	21
18. Department of Social Services	1,161	4	1,161	4	1,161	4
19. Bar Association	678	0	678	0	678	0
20. Building Support	13,900	0	13,900	0	13,900	0
Sub-Total	135,169	321	144,933	368	146,579	390
Total Departmental Gross Square Feet (DGSF)	135,169		144,933		146,579	
Grossing Factor (55%)	1.55		1.55		1.55	
Total Gross Square Feet (GSF)	209,512		224,647		227,197	
Enclosed Parking (400 sf./parking space)	8,000		8,000		8,000	
Total GSF including Parking	217,512		232,647		235,197	

Notes:

1. Detailed Space Program reflects space needs for a new courthouse facility.
2. Program assumes collegial chambers.
3. Program accounts for Clerk of the Courts Land Records/Licensing division currently located at the Dorsey Building.
4. Program accounts for full Sheriff's division, including spaces currently located at the Dorsey Building
5. Program accounts for full States Attorney.
6. Program accounts for full Department of Juvenile Services.
7. Program accounts for satellite office for Department of Social Services.
8. Department of Corrections does not require space at the courthouse, per returned space needs survey received July 21, 2014.
9. Parole and Probation did not request any space at the courthouse; confirmed by the county on July 23, 2014.

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Court Set Space											
1.01	Large Courtroom	2,400	1	2,400		1	2,400		1	2,400	
1.02	Standard Courtroom	1,900	4	7,600		5	9,500		5	9,500	
1.03	Civil Courtroom	1,400	2	2,800		2	2,800		2	2,800	
1.04	Courtroom Vestibule	75	7	525		8	600		8	600	
1.05	Courtroom Waiting	240	7	1,680		8	1,920		8	1,920	
1.06	Courtroom Storage	50	7	350		8	400		8	400	
1.07	AV Closet	40	4	160		4	160		4	160	
1.08	Attorney/Client Conference Rm	100	7	700		8	800		8	800	
1.09	Large Attorney/Client Conference Rm	150	7	1050		8	1200		8	1200	
1.10	Jury Deliberation Room	375	5	1,875		6	2,250		6	2,250	
1.11	Jury Deliberation Room - Civil Ct.	250	2	500		2	500		2	500	
1.12	Jury Toilet	50	14	700		16	800		16	800	
1.13	Jury Deliberation Vestibule	50	7	350		8	400		8	400	
1.14	Robing Room	120	7	840		8	960		8	960	
1.15	Robing Room Toilet	50	7	350		8	400		8	400	
1.16	Holding Soundlock	80	5	400		6	480		6	480	
1.17	Holding Cell	80	9	720		9	720		9	720	
Sub-total				23,000		26,290				26,290	
Total Net Square Feet (NSF)				23,000		26,290				26,290	
x Department Circulation Factor				1.25		1.25				1.25	
Total Departmental Gross Square Feet (DGSF)				28,750		32,863				32,863	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Hearing Room Space											
2.01	Hearing Room	900	3	2700		3	2700		3	2700	
2.02	Hearing Room Waiting	240	3	720		3	720		3	720	
2.03	Holding Soundlock	80	3	240		3	240		3	240	
2.04	Holding Cell	80	4	320		4	320		4	320	
2.05	AV Closet	40	2	80		2	80		2	80	
2.06	Attorney/ Client Conference Room	100	3	300		3	300		3	300	
2.07	Settlement Conference Room	300	1	300		1	300		1	300	
Sub-total				4,660		4,660		4,660			
Total Net Square Feet (NSF)				4,660		4,660		4,660			
x Department Circulation Factor				1.25		1.25		1.25			
Total Departmental Gross Square Feet (DGSF)				5,825		5,825		5,825			

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Judge's Chamber Staff Space											
3.01	Judge	300	6	1,800	6	8	2,400	8	8	2,400	8
3.02	Judge's Toilet	50	6	300	0	8	400	0	8	400	0
3.03	Secretary / Reception	200	6	1200	6	8	1600	8	8	1600	8
3.04	Law Clerk	120	6	720	6	8	960	8	8	960	8
3.05	Staff Attorney	150	1	150	1	1	150	1	1	150	1
3.06	Intern	36	6	216	6	8	288	8	8	288	8
Sub-total				4,386	25		5,798	33		5,798	33
Judge's Chamber Support Space											
3.07	Copier and Supply Storage	80	6	480		8	640		8	640	
3.08	File: Lateral Cabinet	9	18	162		24	216		24	216	
3.09	File: Open Shelving	9	36	324		48	432		48	432	
3.10	Coat Closet	15	6	90		8	120		8	120	
Sub-total				1,056			1,408			1,408	
Judge's Chamber Shared Support Space											
3.11	Shared Judicial Reception	200	1	200		1	200		1	200	
3.12	Shared Judicial Conference Room	300	1	300		1	300		1	300	
3.13	Shared Kitchenette	80	1	80		1	80		1	80	
3.14	Staff Toilet	50	2	100		2	100		2	100	
3.15	Public Toilet	50	1	50		1	50		1	50	
Sub-total				730			730			730	
Appellate Chamber Staff Space											
3.16	Judge	300	3	900	3	3	900	3	3	900	3
3.17	Judge's Toilet	50	3	150	0	3	150	0	3	150	0
3.18	Secretary / Reception	200	3	600	3	3	600	3	3	600	3
3.19	Law Clerk	120	6	720	6	6	720	6	6	720	6
Sub-total				2,370	12		2,370	12		2,370	12
Appellate Chamber Support Space											
3.20	Copier and Supply Storage	80	3	240		3	240		3	240	
3.21	File: Lateral Cabinet	9	3	27		3	27		3	27	
3.22	File: Open Shelving	9	36	324		42	378		42	378	
3.23	Coat Closet	15	3	45		3	45		3	45	
3.24	Kitchenette	40	1	40		1	40		1	40	
Sub-total				676			730			730	
Visiting Judge's Suite											
3.25	Visiting Judge	240	3	720	3	3	720	3	3	720	3
3.26	Judge's Toilet	50	1	50	0	1	50	0	1	50	0
3.27	Intern	36	1	36	1	1	36	1	1	36	1
3.28	Copier	40	1	40	0	1	40	0	1	40	0
3.29	File: Lateral Cabinet	9	3	27	0	3	27	0	3	27	0
3.30	Coat Closet	15	1	15		1	15		1	15	
Sub-total				888	4		888	4		888	4
Total Net Square Feet (NSF)				10,106	41		11,924	49		11,924	49
x Department Circulation Factor				1.35			1.35			1.35	
Total Departmental Gross Square Feet (DGSF)				13,643			16,097			16,097	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need			
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
Magistrates Staff Space												
4.01	Magistrate	240	3	720	3	3	720	3	3	720	3	
4.02	Magistrate's Toilet	50	3	150	0	3	150	0	3	150	0	
4.03	Admin. Assistant/ Reception	150	3	450	3	3	450	3	3	450	3	
Sub-total				1,320	6		1,320	6		1,320	6	
Magistrates Support Space												
4.04	Shared Meeting Room	150	1	150		1	150		1	150		
4.05	Copier	40	1	40		1	40		1	40		
4.06	Supply Storage	60	1	60		1	60		1	60		
4.07	File: Lateral Cabinet	9	9	81		9	81		9	81		
4.08	File: Open Shelving	9	18	162		18	162		18	162		
4.09	Kitchenette	40	1	40		1	40		1	40		
4.10	Coat Closet	15	1	15		1	15		1	15		
Sub-total				548			548			548		
Total Net Square Feet (NSF)				1,868	6	1,868				6	1,868	6
x Department Circulation Factor				1.32		1.32					1.32	
Total Departmental Gross Square Feet (DGSF)				2,466		2,466					2,466	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Court Administration											
5.01	Court Administrator	240	1	240	1	1	240	1	1	240	1
5.02	Deputy Court Administrator	180	1	180	1	1	180	1	1	180	1
5.03	Fiscal Specialist	120	1	120	1	2	240	2	2	240	2
5.04	Administrative Assistant	48	2	96	2	3	144	3	3	144	3
Sub-total				636	5		804	7		804	7
Support Space											
5.05	Waiting	75	1	75		1	75		1	75	
5.06	Public Counter	20	1	20		1	20		1	20	
5.07	Conference Room	225	1	225		1	225		1	225	
5.08	Shared Conference / Training Room	400	1	400		1	400		1	400	
5.09	Copier	40	1	40		1	40		1	40	
5.10	Server Rack	20	1	20		1	20		1	20	
5.11	Supply Storage	150	1	150		1	150		1	150	
5.12	Interpreter Equipment Storage	60	1	60		1	60		1	60	
5.13	File: Vertical Cabinet	7	3	21		3	21		3	21	
5.14	File: Lateral Cabinet	9	7	63		7	63		7	63	
5.15	File: Open Shelving	9	3	27		3	27		3	27	
5.16	Kitchenette	40	1	40		1	40		1	40	
5.17	Coat Closet	15	1	15		1	15		1	15	
Sub-total				1,156			1,156			1,156	
Total Net Square Feet (NSF)				1,792	5	1,960		7	1,960		7
x Department Circulation Factor				1.35		1.35			1.35		
Total Departmental Gross Square Feet (DGSF)				2,419		2,646			2,646		

2.2 SPACE PROGRAM

PROGRAM

DRAFT											
Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Calendar Management Space											
6.01	Director	150	1	150	1	1	150	1	1	150	1
6.02	Criminal Case Manager	64	1	64	1	1	64	1	2	128	2
6.03	Family Technician	64	1	64	1	2	128	2	2	128	2
6.04	Juvenile Specialist	64	1	64	1	1	64	1	1	64	1
6.05	IT	64	1	64	1	2	128	2	2	128	2
6.06	Civil Case Manager	64	0	0	0	1	64	1	1	64	1
6.07	File Manager	48	1	48	1	1	48	1	1	48	1
	Sub-total			454	6		646	9		710	10
Support Space											
6.08	Waiting	75	1	75		1	75		1	75	
6.09	Public Counter	20	1	20		1	20		1	20	
6.10	Copier	40	1	40		1	40		1	40	
6.11	Server Rack	20	1	20		1	20		1	20	
6.12	IT Workspace	60	1	60		1	60		1	60	
6.13	IT Storage	80	1	80		1	80		1	80	
6.14	Supply Storage	60	1	60		1	60		1	60	
6.15	File: Open Shelving	9	1	9		1	9		1	9	
6.16	Coffee Station	20	1	20		1	20		1	20	
6.17	Coat Closet	15	1	15		1	15		1	15	
	Sub-total			399			399			399	
Total Net Square Feet (NSF)				853	6		1,045	9		1,109	10
x Department Circulation Factor				1.35			1.35			1.35	
Total Departmental Gross Square Feet (DSGF)				1,152			1,411			1,497	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Family Law Space											
7.01	Family Coordinator	80	1	80	1	1	80	1	1	80	1
7.02	Family Technician	64	2	128	2	3	192	3	4	256	4
7.03	Permanancy Planning Liaison	64	1	64	1	1	64	1	1	64	1
7.04	Court Social Worker	150	1	150	1	2	300	2	2	300	2
7.05	Juvenile Court Reporter	48	1	48	1	1	48	1	1	48	1
Sub-total				470	6		684	8		748	9
Support Space											
7.06	Waiting	60	1	60		1	60		1	60	
7.07	Public Counter	20	1	20		1	20		1	20	
7.08	Form Review Table	80	1	80		1	80		1	80	
7.09	Interview Room	120	1	120		1	120		1	120	
7.10	Conference Room	150	1	150		1	150		1	150	
7.11	Copier	40	1	40		1	40		1	40	
7.12	Server Rack	20	1	20		1	20		1	20	
7.13	Supply Storage	60	1	60		1	60		1	60	
7.14	File: Lateral Cabinet	9	3	27		3	27		3	27	
7.15	File: Open Shelving	9	2	18		2	18		2	18	
7.16	Coffee Station	20	1	20		1	20		1	20	
7.17	Coat Closet	15	1	15		1	15		1	15	
Sub-total				630			630			630	
Total Net Occupiable Square Feet (NSF)				1,100	6		1,314	8		1,378	9
x Department Circulation Factor				1.35			1.35			1.35	
Total Departmental Gross Square Feet (DSGF)				1,485			1,774			1,860	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Clerk Staff Space											
8.01	Clerk of the Circuit Court	240	1	240	1	1	240	1	1	240	1
8.02	Clerk of the Circuit Court's Toilet	50	1	50	0	1	50	0	1	50	0
8.03	Chief Deputy	180	1	180	1	1	180	1	1	180	1
8.04	Admin. Assitant	120	1	120	1	1	120	1	1	120	1
8.05	Fiscal Clerk	120	1	120	1	1	120	1	1	120	1
8.06	Civil Manager	100	1	100	1	1	100	1	1	100	1
8.07	Criminal/Juvenile Manager	100	1	100	1	1	100	1	1	100	1
8.08	Civil Supervisor	64	1	64	1	1	64	1	1	64	1
8.09	Criminal/Juvenile Manager Supervisor	64	1	64	1	1	64	1	1	64	1
8.10	Civil Clerk	48	14	672	14	15	720	15	15	720	15
8.11	Criminal/Juvenile Clerk	48	10	480	10	12	576	12	12	576	12
Sub-total				2,190	32	2,334		35	2,334		35
Land Records/Licensing Staff Space											
8.36	Land Records License Manager	100	1	100	1	1	100	1	1	100	1
8.37	Land Records/License Supervisor	64	1	64	1	1	64	1	1	64	1
8.38	Land Records/License Clerk	48	9	432	9	9	432	9	9	432	9
Sub-total				596	11	596		11	596		11
Clerk Support Space											
8.10	Waiting	300	1	300		1	300		1	300	
8.11	Children's Play Area	50	1	50		1	50		1	50	
8.12	Public Counter	20	6	120		6	120		6	120	
8.13	Public Form Counter	20	3	60		3	60		3	60	
8.14	Public Computer Kiosks	20	4	80		4	80		4	80	
8.15	Work Room / Inteview Room	100	1	100		1	100		1	100	
8.16	Land Use Book Storage	30	1	30		1	30		1	30	
8.17	Title Search Bins	30	1	30		1	30		1	30	
8.18	Public Copier	20	1	20		1	20		1	20	
8.19	Marriage Ceremony Space	300	1	300		1	300		1	300	
8.20	Marriage Waiting	75	1	75		1	75		1	75	
8.21	Conference Room	225	1	225		1	225		1	225	
8.22	Exhibit Room	350	1	350		1	350		1	350	
8.23	Staff Copier / Office Equip. Room	150	1	150		1	150		1	150	
8.24	Staff Copier / Printer	30	1	30		1	30		1	30	
8.25	Tech. Closet	20	1	20		1	20		1	20	
8.26	Mail Room	180	1	180		1	180		1	180	
8.27	Supply Storage	120	1	120		1	120		1	120	
8.28	Safe	15	1	15		1	15		1	15	
8.29	Clerk Files: Lateral Cabinet	9	6	54		6	54		6	54	
8.30	Clerk Files: Open Shelving	9	548	4,932		548	4,932		548	4,932	
8.31	Land/License Files: Vertical Cabinet	7	6	42		6	42		6	42	
8.32	Land/License File: Open Shelving	9	15	135		15	135		15	135	
8.33	Kitchenette	40	1	40		1	40		1	40	
8.34	Break Room	300	1	300		1	300		1	300	
8.35	Coat Closet	10	2	20		2	20		2	20	
Sub-total				7,778		7,778			7,778		
Total Net Square Feet (NSF)				10,564	43	10,708		46	10,708		46
x Department Circulation Factor				1.35		1.35			1.35		
Total Departmental Gross Square Feet (DGSF)				14,261		14,456			14,456		

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Register of Wills Space											
9.01	Register of Wills	240	1	240	1	1	240	1	1	240	1
9.02	Register of Wills' Toilet	50	1	50	0	1	50	0	1	50	0
9.03	Chief Deputy	180	1	180	1	1	180	1	1	180	1
9.04	Deputy	64	4	256	4	6	384	6	7	448	7
9.05	Auditor	48	3	144	3	4	192	4	5	240	5
Sub-total				870	9		1,046	12		1,158	14
Support Space											
9.06	Waiting	45	1	45		1	45		1	45	
9.07	Public Counter	20	1	20		1	20		1	20	
9.08	Public Kiosks	20	2	40		2	40		2	40	
9.09	Interview Room	120	1	120		1	120		1	120	
9.10	Conference Room	225	1	225		1	225		1	225	
9.11	Supply Storage	60	1	60		1	60		1	60	
9.12	Copier	40	1	40		1	40		1	40	
9.13	Server Rack	20	1	20		1	20		1	20	
9.14	Mail Processing	60	1	60		1	60		1	60	
9.15	Fireproof File Storage	10	13	130		13	130		13	130	
9.16	File: Vertical Cabinet	7	27	189		27	189		27	189	
9.17	File: Lateral Cabinet	9	3	27		3	27		3	27	
9.18	File: Open Shelving	9	1	9		1	9		1	9	
9.19	Kitchenette	40	1	40		1	40		1	40	
9.20	Coat Closet	15	1	15		1	15		1	15	
Sub-total				1,040			1,040			1,040	
Total Net Square Feet (NSF)				1,910	9	2,086		12	2,198		14
x Department Circulation Factor				1.35		1.35			1.35		
Total Departmental Gross Square Feet (DGSF)				2,579		2,816			2,967		

2.2 SPACE PROGRAM

PROGRAM

DRAFT											
Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
<i>Orphan's Court Space</i>											
10.01	Courtroom	950	1	950		1	950		1	950	
10.02	Courtroom Vestibule	75	1	75		1	75		1	75	
10.03	Courtroom Waiting	180	1	180		1	180		1	180	
10.04	AV Closet	40	1	40		1	40		1	40	
10.05	Attorney/Client Interview Rm	100	2	200		2	200		2	200	
10.06	Judge's Conference Room	225	1	225	3	1	225	3	1	225	3
10.07	Judge's Toilet	50	1	50		1	50		1	50	
<i>Staff Space</i>											
10.08	Shared Office	150	1	150		1	150		1	150	
10.09	Administrative Assistant	48	1	48	1	1	48	1	1	48	1
10.10	Intern	36	2	72	2	2	72	2	2	72	2
<i>Support Space</i>											
10.11	Waiting Area	30	1	30		1	30		1	30	
10.12	Supply Storage	40	1	40		1	40		1	40	
10.13	Copier	40	1	40		1	40		1	40	
10.14	Kitchenette	40	1	40		1	40		1	40	
10.15	Coat Closet	15	1	15		1	15		1	15	
Sub-total				2,155	6		2,155	6		2,155	6
Total Net Square Feet (NSF)				2,155	6		2,155	6		2,155	6
x Department Circulation Factor				1.35			1.35			1.35	
Total Departmental Gross Square Feet (DGSF)				2,909			2,909			2,909	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
<i>Court Reporters Space</i>											
11.01	Supervisory Court Reporter	150	1	150	1	1	150	1	1	150	1
11.02	Full Time Court Reporter	48	4	192	4	5	240	5	5	240	5
11.03	Contingents' Shared Workstation	48	1	48	8	1	48	8	1	48	8
	Sub-total			390	13		438	14		438	14
<i>Support Space</i>											
11.04	Conference Area	225	1	225		1	225		1	225	
11.05	Staff Lockers	42	1	42		1	42		1	42	
11.06	Copier	40	1	40		1	40		1	40	
11.07	Server Rack	20	1	20		1	20		1	20	
11.08	Supply Storage	60	1	60		1	60		1	60	
11.09	File: Vertical Cabinet	7	2	14		2	14		2	14	
11.10	File: Lateral Cabinet	9	9	81		6	54		6	54	
11.11	File: Open Shelving	9	2	18		2	18		2	18	
11.12	Coat Closet	15	1	15		1	15		1	15	
	Sub-total			515			488			488	
Total Net Square Feet (NSF)				905	13		926	14		926	14
x Department Circulation Factor				1.25			1.25			1.25	
Total Departmental Gross Square Feet (DSGF)				1,131			1,158			1,158	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Law Library Space											
12.01	Librarian's Office	150	1	150	1	1	150	1	1	150	1
	Sub-total			150	1		150	1		150	1
Support Space											
12.02	Circulation Desk	80	1	80		1	80		1	80	
12.03	Conference Room	150	1	150		1	150		1	150	
12.04	Computer Kiosk	20	6	120		6	120		6	120	
12.05	Work Table	80	3	240		3	240		3	240	
12.06	Listening Station	20	1	20		1	20		1	20	
12.07	Study Carrel	25	4	100		4	100		4	100	
12.08	Copier	40	2	80		2	80		2	80	
12.09	Supply Storage	60	1	60		1	60		1	60	
12.10	File: Vertical Cabinet	7	5	35		5	35		5	35	
12.11	File: Lateral Cabinet	9	2	18		2	18		2	18	
12.12	File: Open Shelving	9	12	108		10	90		10	90	
12.13	Attorney Lounge	200	1	200		1	200		1	200	
	Sub-total			1,211			1,193			1,193	
Total Net Square Feet (NSF)				1,361	1		1,343	1		1,343	1
x Department Circulation Factor				1.25			1.25			1.25	
Total Departmental Gross Square Feet (DGSF)				1,701			1,679			1,679	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Jury Assembly Space											
13.01	Jury Assembly Waiting Room	12	200	2400		200	2400		200	2400	
13.02	Jury Assembly Public Counter	100	1	100		1	100		1	100	
13.03	Jury Assembly Lounge	200	1	200		1	200		1	200	
13.04	Kitchenette	40	1	40		1	40		1	40	
13.05	Vending Area	80	1	80		1	80		1	80	
13.06	Public Toilet	150	2	300		2	300		2	300	
13.07	Lactation Room	80	1	80		1	80		1	80	
13.08	Coat Room	120	1	120		1	120		1	120	
Sub-total				3,320			3,320			3,320	
Staff Space											
13.09	Shared Office	250	1	250	2	1	250	2	1	250	2
13.10	Bailiff Lockers	6	10	60	10	10	60	10	10	60	10
Sub-total				310	12		310	12		310	12
Support Space											
13.11	Mail Processing	100	1	100		1	100		1	100	
13.12	Copier	40	1	40		1	40		1	40	
13.13	Storage	60	1	60		1	60		1	60	
13.14	File: Vertical Cabinet	7	3	21		3	21		3	21	
13.15	File: Lateral Cabinet	9	1	9		1	9		1	9	
13.16	File: Open Shelving	9	1	9		1	9		1	9	
13.17	Coat Closet	15	1	15		1	15		1	15	
Sub-total				254			254			254	
Total Net Square Feet (NSF)				3,884	12		3,884	12		3,884	12
x Department Circulation Factor				1.20			1.20			1.20	
Total Departmental Gross Square Feet (DGSF)				4,661			4,661			4,661	

2.2 SPACE PROGRAM

PROGRAM

DRAFT											
Space		Unit	2016 Projected Need			2026 Projected Need			2036 Projected Need		
No.	Component	SF	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Sheriff Staff Space											
14.01	Sheriff	240	1	240	1	1	240	1	1	240	1
14.02	Sherrif's Toilet	50	1	50	0	1	50	0	1	50	0
14.03	Sherrif's Admin Asst/Reception	120	1	120	1	1	120	1	1	120	1
14.04	Chief Deputy	180	1	180	1	1	180	1	1	180	1
14.05	Fleet/K-9/Quartermaster	150	1	150	1	1	150	1	1	150	1
14.06	Education & Training	150	1	150	1	1	150	1	1	150	1
14.07	Executive Officer	150	1	150	1	1	150	1	1	150	1
14.08	Administrative Aide	100	1	100	1	1	100	1	1	100	1
14.09	Administrative Services	100	2	200	2	2	200	2	2	200	2
14.10	Warrant Technician	48	2	96	2	2	96	2	2	96	2
14.11	Research and Planning	150	1	150	1	1	150	1	1	150	1
14.12	Field Operations	180	1	180	1	1	180	1	1	180	1
14.13	Warrants Corporal	64	1	64	1	1	64	1	1	64	1
14.14	Warrants	48	4	192	4	4	192	4	4	192	4
14.15	Landlord/Tenant Corporal	64	1	64	1	1	64	1	1	64	1
14.16	Landlord/Tenant	48	3	144	3	3	144	3	3	144	3
14.17	Domestic Violence Sergeant	64	1	64	1	1	64	1	1	64	1
14.18	Domestic Violence	48	14	672	14	14	672	14	14	672	14
14.19	Court Services Lieutenant	180	1	180	1	1	180	1	1	180	1
14.20	Duty Officer	100	1	100	1	1	100	1	1	100	1
14.21	Transport & Security	64	1	64	13	1	64	13	1	64	13
14.22	Patrol	64	1	64	18	1	64	18	1	64	18
14.23	Additional Staff	48	0	0	5	8	384	20	12	576	30
Sub-total				3,374	75		3,758	90		3,950	100
Support Space											
14.24	Waiting	100	1	100		1	100		1	100	
14.25	Staff Lockers	100	1	100		1	100		1	100	
14.26	Conference Room	225	1	225		1	225		1	225	
14.27	Copier	40	2	80		2	80		2	80	
14.28	Server Rack	20	2	40		2	40		2	40	
14.29	Supply Storage	60	1	60		1	60		1	60	
14.30	Quartermaster Storage	100	1	100		1	100		1	100	
14.31	Gun Safe	60	1	60		1	60		1	60	
14.32	Armory	100	1	100		1	100		1	100	
14.33	Property Room	1,000	1	1,000		1	1,000		1	1,000	
14.34	Evidence Room	400	1	400		1	400		1	400	
14.35	Animal Holding Facility	400	1	400		1	400		1	400	
14.36	File: Vertical Cabinet	7	3	21		3	21		3	21	
14.37	File: Lateral Cabinet	9	3	27		3	27		3	27	
14.38	File: Open Shelving	9	3	27		3	27		3	27	
14.39	Kitchenette	40	1	40		1	40		1	40	
14.40	Break Room	200	1	200		1	200		1	200	
14.41	Staff Toilet	50	2	100		2	100		2	100	
14.42	Coat Closet	15	2	30		2	30		2	30	
Sub-total				3,110			3,110			3,110	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Court Services											
14.43	Officer Waiting Area	150	1	150		1	150		1	150	
14.44	Control Room	200	1	200		1	200		1	200	
14.45	Security Equipment Room	100	1	100		1	100		1	100	
14.46	Control Room Toilet	50	1	50		1	50		1	50	
14.47	Duty Officer	100	1	100		1	100		1	100	
14.48	Muster Room	450	1	450		1	450		1	450	
14.49	Kitchenette	40	1	40		1	40		1	40	
14.50	Lockers - Male	12	45	540		55	660		60	720	
14.51	Staff Toilets/Shower	180	1	180		1	180		1	180	
14.52	Lockers - Female	12	15	180		18	216		20	240	
14.53	Staff Toilets/Shower	120	1	120		1	120		1	120	
Sub-total			2,110			2,266			2,350		
Court Services - Central Holding											
14.54	Vehicular Sallyport	800	1	800		1	800		1	800	
14.55	Gun Locker	20	1	20		1	20		1	20	
14.56	Gun Station	20	1	20		1	20		1	20	
14.57	Transport Equipment Storage	20	1	20		1	20		1	20	
14.58	Pedestrian Sallyport	120	1	120		1	120		1	120	
14.59	Processing Counter	150	1	150		1	150		1	150	
14.60	Property Storage	20	1	20		1	20		1	20	
14.61	Search Alcove	40	1	40		1	40		1	40	
14.62	Adult Holding - Group Male	120	3	360		3	360		3	360	
14.63	Adult Holding - Group Female	90	1	90		1	90		1	90	
14.64	Adult Holding - Single Occupancy	60	2	120		2	120		2	120	
14.65	Juvenile Holding - Group	90	1	90		1	90		1	90	
14.66	Juvenile Holding - Single Occupancy	60	2	120		2	120		2	120	
14.67	Lunch Storage	20	1	20		1	20		1	20	
14.68	Non-Contact Visitation, ADA	60	1	60		1	60		1	60	
14.69	Non-Contact Visitation	40	3	120		3	120		3	120	
14.70	Visitor Waiting Area	60	1	60		1	60		1	60	
Sub-total			2,230			2,230			2,230		
Total Net Square Feet (NSF)				10,824	75	11,364		90	11,640		100
x Department Circulation Factor				1.50		1.50			1.50		
Total Departmental Gross Square Feet (DGSF)				16,236		17,046			17,460		

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
States Attorney Space											
15.01	States Attorney's Office	240	1	240	1	1	240	1	1	240	1
15.02	Deputy States Attorney's office	180	2	360	2	2	360	2	2	360	2
15.03	Attorney Office	120	32	3840	32	35	4200	35	38	4560	38
15.04	Workstation Type 2	64	20	1280	20	22	1408	22	24	1536	24
15.05	Workstation Type 1	48	20	960	20	23	1104	23	26	1248	26
Sub-total				6,680	75		7,312	83		7,944	91
Support Space											
15.06	Public Waiting	60	1	60		1	60		1	60	
15.07	Public Counter	20	1	20		1	20		1	20	
15.08	Victim/Witness Waiting	300	1	300		1	300		1	300	
15.09	Conference Room	225	1	225		1	225		1	225	
15.10	Conference Room - Large	350	1	350		1	350		1	350	
15.11	Library	350	1	350		1	350		1	350	
15.12	Interview Room	100	3	300		3	300		3	300	
15.13	Mail Room	100	1	100		1	100		1	100	
15.14	Copier	40	4	160		4	160		5	200	
15.15	Server Rack	20	3	60		3	60		3	60	
15.16	Scanner	40	2	80		2	80		2	80	
15.17	Supply Storage	60	2	120		2	120		2	120	
15.18	Evidence Storage	100	1	100		1	100		1	100	
15.19	File: Vertical Cabinet	7	30	210		30	210		30	210	
15.20	File: Lateral Cabinet	9	30	270		30	270		30	270	
15.21	Kitchenette	40	1	40		1	40		1	40	
15.22	Break Room	300	1	300		1	300		1	300	
15.23	Coat Closet	15	2	30		2	30		2	30	
Sub-total				3,075			3,075			3,115	
Grand Jury Space											
15.24	Grand Jury Hearing Room	700	1	700		1	700		1	700	
15.25	Vestibule	50	1	50		1	50		1	50	
15.26	Security Station	50	1	50		1	50		1	50	
15.27	Witness Waiting Room	100	1	100		1	100		1	100	
15.28	Coat Closet	15	1	15		1	15		1	15	
15.29	Kitchenette	40	1	40		1	40		1	40	
15.30	Public Toilet	50	2	100		2	100		2	100	
15.31	Storage	60	1	60		1	60		1	60	
Sub-total				1,115			1,115			1,115	
Total Net Square Feet (NSF)				10,870	75	11,502		83	12,174		91
x Department Circulation Factor				1.35		1.35			1.35		
Total Departmental Gross Square Feet (DGSF)				14,675		15,528			16,435		

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Public Defender											
16.01	Sateillite Office	180	1	180		1	180		1	180	
16.02	Conference Room	150	2	300		2	300		2	300	
16.03	File: Lateral Cabinet	9	4	36		4	36		4	36	
Sub-total				516		516			516		
Total Net Square Feet (NSF)				516		516			516		
x Department Circulation Factor				1.20		1.20			5	1.20	
Total Departmental Gross Square Feet (DGSF)				619		619			619		

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Juvenile Services Space											
17.01	County Supervisor	150	1	150	1	1	150	1	1	150	1
17.02	Deputy County Supervisor	120	2	240	2	2	240	2	2	240	2
17.03	Probation After Care Worker	120	8	960	8	10	1200	10	10	1200	10
17.04	Court Liaison	120	2	240	2	2	240	2	2	240	2
17.05	Intake Worker	120	2	240	2	2	240	2	2	240	2
17.06	Investigator	120	1	120	1	1	120	1	1	120	1
17.07	Support Staff	64	3	192	3	3	192	3	3	192	3
Sub-total				2,142	19		2,382	21		2,382	21
Support Space											
17.08	Waiting	225	1	225		1	225		1	225	
17.09	Children's Play Area	80	1	80		1	80		1	80	
17.10	Public Service Counter	80	1	80		1	80		1	80	
17.11	Drug Testing Toilet Room	60	1	60		1	60		1	60	
17.12	Conference Room	240	1	240		1	240		1	240	
17.13	Small Conference Room	150	2	300		2	300		2	300	
17.14	Shared Workstations	36	6	216		6	216		6	216	
17.15	Copier	40	1	40		1	40		1	40	
17.16	Server Rack	20	1	20		1	20		1	20	
17.17	Supply Storage	60	1	60		1	60		1	60	
17.18	GPS Equipment Storage	20	1	20		1	20		1	20	
17.19	File: Vertical Cabinet	7	4	28		4	28		4	28	
17.20	File: Lateral Cabinet	9	4	36		4	36		4	36	
17.21	File: Open Shelving	9	4	36		4	36		4	36	
17.22	Kitchenette	40	1	40		1	40		1	40	
17.23	Coat Closet	10	2	20		2	20		2	20	
Sub-total				1,501			1,501			1,501	
Total Net Square Feet (NSF)				3,643	19	3,883		21	3,883		21
x Department Circulation Factor				1.35		1.35			1.35		
Total Departmental Gross Square Feet (DGSF)				4,918		5,242			5,242		

Note:

Program assumes use of shared space in the courthouse for juvenile evening programs.

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
<i>Social Services Space</i>											
18.01	Supervisor Office	100	1	100	1	1	100	1	1	100	1
18.02	Shared Office	100	1	100	1	1	100	1	1	100	1
18.03	Shared Workstations	48	2	96	2	2	96	2	2	96	2
	Sub-total			296	4		296	4		296	4
<i>Support Space - Office</i>											
18.04	Waiting	45	1	45		1	45		1	45	
18.05	Public Counter	20	1	20		1	20		1	20	
18.06	Copier	40	1	40		1	40		1	40	
18.07	Server Rack	20	1	20		1	20		1	20	
18.08	Supply Cabinet	15	1	15		1	15		1	15	
18.09	File: Lateral Cabinet	9	6	54		6	54		6	54	
18.10	Coffee Station	20	1	20		1	20		1	20	
18.11	Coat Closet	10	1	10		1	10		1	10	
	Sub-total			224	0		224	0		224	0
<i>Support Space - Near Courtrooms</i>											
18.12	Courtroom Waiting	60	1	60		1	60		1	60	
18.13	Children's Play Area	30	1	30		1	30		1	30	
18.14	Small Workstation	25	1	25		1	25		1	25	
18.15	Conference Room	225	1	225		1	225		1	225	
	Sub-total			340	0		340	0		340	0
Total Net Square Feet (NSF)				860	4		860	4		860	4
x Department Circulation Factor				1.35			1.35			1.35	
Total Departmental Gross Square Feet (DGSF)				1,161			1,161			1,161	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
	Bar Association Space										
19.01	Executive Director		1	0		1	0		1	0	
	Support Space										
19.02	Attorney Lounge	225	1	225		1	225		1	225	
19.03	Conference/Mediation	225	1	225		1	225		1	225	
19.04	Copier	40	1	40		1	40		1	40	
19.05	Supply Storage	60	1	60		1	60		1	60	
19.06	Coat Closet	15	1	15		1	15		1	15	
	Sub-total			565			565			565	
Total Net Square Feet (NSF)				565			565			565	
x Department Circulation Factor				1.20			1.20			1.20	
Total Departmental Gross Square Feet (DGSF)				678			678			678	

2.2 SPACE PROGRAM

PROGRAM

DRAFT

Space No.	Component	Unit SF	2016 Projected Need			2026 Projected Need			2036 Projected Need		
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff
Building Support											
20.01	Public Entrance Vestibule	150	1	150		1	150		1	150	
20.02	Queuing	12	100	1,200		100	1,200		100	1,200	
20.03	Security Screening	100	3	300		3	300		3	300	
20.04	Security Office/Command Rm	200	1	200		1	200		1	200	
20.05	Security Office Storage	60	1	60		1	60		1	60	
20.06	Central Mailroom	200	1	200		1	200		1	200	
20.07	Maintenance Staff Office	100	1	100		1	100		1	100	
20.08	Public Lobby	2,500	1	2,500		1	2,500		1	2,500	
20.09	Public Toilet	300	4	1,200		4	1,200		4	1,200	
20.10	Staff Toilet	150	2	300		2	300		2	300	
20.11	Janitor's Closet	60	4	240		4	240		4	240	
20.12	Telecom Closet	80	8	640		8	640		8	640	
20.13	Electrical Closet	80	8	640		8	640		8	640	
20.14	Security Closet	80	8	640		8	640		8	640	
20.15	Media Room	200	1	200		1	200		1	200	
20.16	Maintenance Shop/Storage	300	1	300		1	300		1	300	
20.17	Maintenance Toilet	50	1	50		1	50		1	50	
20.18	Housekeeping Storage	300	1	300		1	300		1	300	
20.19	Bulk Storage	500	1	500		1	500		1	500	
20.20	Loading/Receiving	800	1	800		1	800		1	800	
20.21	Trash Room	400	1	400		1	400		1	400	
20.22	Recycling	200	1	200		1	200		1	200	
Sub-total			11,120			11,120			11,120		
Total Net Square Feet				11,120		11,120		11,120			
x Department Circulation Factor				1.25		1.25		1.25			
Total Net Occupiable Square Feet				13,900		13,900		13,900			

